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# CAL POLY POMONA

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[ATHLETICS \(HTTP://WWW.BRONCOATHLETICS.COM/\)](http://www.broncoathletics.com/)

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2017-2018 University Catalog [ARCHIVED CATALOG]

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Soraya M. Coley, President

Sylvia Alva, Provost and Vice President for Academic Affairs

Rebecca Gutierrez Keeton, Acting Vice President for Student Affairs

Steven N. Garcia, Vice President for Administrative Affairs

John W. McGuthry, Chief Information Officer

Michelle Stoddard, Interim Vice President for University Advancement (through June 30, 2015)

Bedford McIntosh, Vice President for University Advancement (effective July 1, 2015)

## About the Catalog

The Cal Poly Pomona Electronic Catalog published on the Web is updated annually and constitutes the university's official document of record hereafter referred to as the University Catalog.

Students are responsible for the information contained in the University Catalog. Failure to read and understand the deadlines and regulations will not exonerate a student from whatever consequences may occur.

## Changes in Rules and Policies

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of the campus. It is not possible in a publication of this size to include all of the rules, policies, or other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

Nothing in this catalog shall be construed as, operate as or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the Chancellor of the California State University, or the President of the campus. The Trustees, the Chancellor, the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and the campus or the California State University. The relationship of students to the campus and the California State University is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the Presidents and their authorized designees.

All faculty listings are for full time tenure track or tenured employees.

## The California State University

Welcome to the California State University (CSU) - the world's largest comprehensive higher education system in the nation with 23 unique campuses serving more than 474,000 students with 49,000 employees statewide. Each year, the university awards nearly 100,000 bachelor's, master's and doctoral degree graduates now total nearly 3 million strong, and are serving as leaders in the industries that drive California's economy, including business, agriculture, entertainment, engineering, teaching, hospitality and healthcare. Learn more at [www.calstate.edu](http://www.calstate.edu).

**More than 50-year tradition of excellence**

Since 1961, the CSU has provided an affordable, accessible, and high-quality education to nearly three million graduates around the state of California. V each campus is unique based on its curricular specialties, location and campus culture, every CSU is distinguished for the quality of its educational progr. All campuses are fully accredited, provide a high-quality broad liberal educational program and offer opportunities for students to engage in campus life through the Associated Students, Inc., clubs and service learning. Through leading-edge programs, superior teaching and extensive workforce training opportunities, CSU students graduate with the critical thinking skills, industry knowledge and hand-on experience necessary for employment and career advancement.

**Facts**

- CSU faculty attract nearly \$570 million annually in research and education grants, and contracts by federal, state and regional agencies.
- 1 in every 10 employees in California is a CSU alumnus.
- The CSU awards 45 percent of the bachelor's degrees earned in California.
- More than half of all the nurses in the state earn their degrees from the CSU.
- The CSU awards 95 percent of the hospitality/tourism degrees in the state.
- Nearly half of all of the state's engineers earn their degrees from the CSU.
- The CSU is the leading provider of teacher preparation programs in the state.
- The CSU offers more than 115 fully online and 96 hybrid degree programs.
- The CSU offers 3,250 online courses to provide more educational options to students who may prefer an online format to a traditional classroom set
- The CSU's growing online concurrent enrollment program gives students the ability to enroll in courses offered by other campuses in the CSU system
- The CSU serves more than 5,000 individuals annually through professional development certificate programs in educational health services, business and technology, leisure and hospitality, manufacturing, international trade, and many other industries.
- Nearly half of the CSU's 474,000 students are engaged in some type of community service, totaling 32 million hours of service annually.
- More than 13,000 students participate in STEM (science, technology engineering and mathematics) service learning courses.
- For every \$1 that the state invests in the CSU, the university generates \$5.43 for California's economy.

**Governance**

The system is governed by the Board of Trustees, most of whom are appointed by the governor and serve with faculty and student representatives. The Chancellor is the chief executive officer, reporting to the Board. The campus presidents serve as the campus-level chief executive officers. The Trustees, Chancellor and presidents develop systemwide educational policy. The presidents, in consultation with the Academic Senate and other campus stakeholder groups, render and implement local policy decisions.

**CSU Historical Milestones**

The individual California State Colleges was established as a system with a Board of Trustees and a Chancellor in 1960 by the Donahoe Higher Education Act. In 1972, the system was designated as the California State University and Colleges, and in 1982 the system became the California State University (CSU). Today, the CSU is comprised of 23 campuses, including comprehensive and polytechnic universities and, since July 1995, the California Maritime Academy specialized campus.

The oldest campus-San José State University-was founded in 1857 and became the first institution of public higher education in California. The newest-C Channel Islands-opened in fall 2002, with freshmen arriving in fall 2003.

In 1963, the State Academic Senate was established to act as the official voice of CSU faculty in systemwide matters. Also, the California State College Student Presidents Association-which was later renamed the California State Students Association-was founded to represent each campus student association on issues affecting students.

Through its many decades of existence, the CSU has continued to adapt to address societal changes, student needs and workforce trends. While the CSU core mission has always focused on providing high-quality, affordable bachelor's and master's degree programs, over time the university has added a wide range of services and programs to support student success - from adding health centers and special programs for veterans to building student residential facilities to provide a comprehensive educational experience.

To improve degree completion and accommodate students working full- or part-time, the educational paradigm expanded to give students the ability to complete upper-division and graduate requirements through part-time, late afternoon, and evening study. The university also expanded its programs to include a variety of teaching and school service credential programs, specially designed for working professionals.

The CSU marked another significant educational milestone when it broadened its degree offerings to include doctoral degrees. The CSU independently offers an educational doctorate (Ed.D.), Doctor of Physical Therapy (DPT), and Doctor of Nursing Practice (DNP) degree programs. A limited number of other doctoral degrees are offered jointly with the University of California and private institutions in California.

In 2010, in an effort to accommodate community college transfer students, the university, in concert with the California Community Colleges, launched the Associate Degree for Transfer, which guarantees transfer students admission to the CSU with junior status.

Always adapting to changes in technology and societal trends to support student learning and degree completion, the CSU initiated another milestone in 2011 when it launched Cal State Online, a systemwide collection of services that support the delivery of fully online programs from campuses. Now, full-time students also have access to fully online courses offered at other CSU campuses.

By providing an accessible, hands-on education that prepares graduates for career success, the CSU has created a network of alumni that is so extensive

renowned that it spans across the globe. In 2014-15, the CSU will exceed three million alumni, which includes graduates from all CSU campuses as well as the Class of 2015.

The CSU strives to continually developing innovative programs, services, and opportunities that will give students the tools they need to meet their full potential. With 23 campuses, 474,000 students and 49,000 faculty and staff, the CSU is committed to providing a quality higher education that prepare students to become leaders in the changing workforce.

## Trustees of The California State University

### Ex Officio Trustees

The Honorable Edmund G. Brown, Jr.  
Governor of California

The Honorable Gavin Newsom  
Lieutenant Governor of California

The Honorable Anthony Rendon  
Speaker of the Assembly

The Honorable Tom Torlakson  
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Dr. Timothy P. White  
Chancellor of The California State University

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Framroze Virjee  
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Rebecca D. Eisen  
Chair

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### Appointed Trustees

Appointments are for a term of eight years, except student, alumni, and faculty trustees whose terms are for two years. Terms expire in the year in parentheses. Names are listed alphabetically.

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Jane W. Carney (2022)

Adam Day (2023)

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Douglas Faigin (2017)

Debra S. Farar (2022)

Jean P. Firstenberg (2018)

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Lateefah Simon (2019)

Steven Stepanek (2017)

Peter J. Taylor (2021)

Maggie White (2017)

Correspondence with Trustees should be sent to:

c/o Trustees Secretariat  
The California State University  
401 Golden Shore  
Long Beach, California 90802-4210

### Office of The Chancellor

The California State University  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4000

Dr. Timothy P. White                      Chancellor-CSU System

Mr. Steve Relyea                          Executive Vice Chancellor and Chief Financial Officer

Dr. Ephraim P. Smith	Executive Vice Chancellor and Chief Academic Officer
Mr. Famroze Virjee	Executive Vice Chancellor and General Counsel
Mr. Garrett Ashley	Vice Chancellor, University Relations and Advancement
Mr. Andrew Jones	Interim Vice Chancellor, Human Resources
Mr. Larry Mandel	Vice Chancellor and Chief Audit Officer

## Campuses - The California State University

### California State University, Bakersfield

9001 Stockdale Highway  
Bakersfield, CA 93311-1022  
Dr. Horace Mitchell, President  
(661) 654-2782  
[www.csub.edu](http://www.csub.edu)

### California State University, Northridge

18111 Nordhoff Street  
Northridge, CA 91330  
Dr. Dianne F. Harrison, President  
(818) 677-1200  
[www.csun.edu](http://www.csun.edu)

### California State University, Channel Islands

One University Drive  
Camarillo, CA 93012  
Dr. Erika D. Beck, President  
(805) 437-8400  
[www.csuci.edu](http://www.csuci.edu)

### California State Polytechnic University, Pomona

3801 W. Temple Avenue  
Pomona, CA 91768  
Dr. Soraya Coley, President  
(909) 869-2290  
[www.cpp.edu](http://www.cpp.edu)

### California State University, Chico

400 West First Street  
Chico, CA 95929  
Dr. Gayle E. Hutchinson, President  
(530) 898-4636  
[www.csuchico.edu](http://www.csuchico.edu)

### California State University, Sacramento

6000 J Street  
Sacramento, CA 95819  
Dr. Alexander Gonzalez, President  
(916) 278-6011  
[www.csus.edu](http://www.csus.edu)

### California State University, Dominguez Hills

1000 East Victoria Street  
Carson, CA 90747  
Dr. Willie Hagan, President  
(310) 243-3696  
[www.csudh.edu](http://www.csudh.edu)

### California State University, San Bernardino

5500 University Parkway  
San Bernardino, CA 92407-2318  
Dr. Tomás D. Morales, President  
(909) 880-5000  
[www.csusb.edu](http://www.csusb.edu)

### California State University, East Bay

25800 Carlos Bee Boulevard  
Hayward, CA 94542  
Dr. Leroy M. Morishita, President  
(510) 885-3000  
[www.csueastbay.edu](http://www.csueastbay.edu)

### San Diego State University

5500 Campanile Drive  
San Diego, CA 92182  
Dr. Elliot Hirshman, President  
(619) 594-5000  
[www.sdsu.edu](http://www.sdsu.edu)

### California State University, Fresno

5241 North Maple Avenue  
Fresno, CA 93740  
Dr. Joseph I. Castro, President  
(559) 278-4240  
[www.csufresno.edu](http://www.csufresno.edu)

### San Francisco State University

1600 Holloway Avenue  
San Francisco, CA 94132  
Dr. Leslie E. Wong, President  
(415) 338-1111  
[www.sfsu.edu](http://www.sfsu.edu)

### California State University, Fullerton

800 N. State College Boulevard  
Fullerton, CA 92831-3599  
Dr. Mildred Garcia, President  
(714) 278-2011  
[www.fullerton.edu](http://www.fullerton.edu)

### San José State University

One Washington Square  
San Jose, CA 95192-0001  
Dr. Mary A. Papzaian, President  
(408) 924-1000  
[www.sjsu.edu](http://www.sjsu.edu)

### Humboldt State University

### California Polytechnic State University, San Luis Obispo

Arcata, CA 95521-8299  
 Dr. Lisa Rossbacher, President  
 (707) 826-3011  
[www.humboldt.edu](http://www.humboldt.edu)

One Grand Avenue  
 San Luis Obispo, CA 93407  
 Dr. Jeffrey D. Armstrong, President  
 (805) 756-1111  
[www.calpoly.edu](http://www.calpoly.edu)

**California State University, Long Beach**  
 1250 Bellflower Boulevard  
 Long Beach, CA 90840-0115  
 Dr. Jane Close Conoley, President  
 (562) 985-4111  
[www.csulb.edu](http://www.csulb.edu)

**California State University, San Marcos**  
 333 South Twin Oaks Valley Road  
 San Marcos, CA 92096-0001  
 Dr. Karen S. Haynes, President  
 (760) 750-4000  
[www.csusm.edu](http://www.csusm.edu)

**California State University, Los Angeles**  
 5151 State University Drive  
 Los Angeles, CA 90032  
 Dr. William A. Covino, President  
 (323) 343-3000  
[www.calstatela.edu](http://www.calstatela.edu)

**Sonoma State University**  
 1801 East Cotati Avenue  
 Rohnert Park, CA 94928  
 Dr. Judy K. Sakaki, President  
 (707) 664-2880  
[www.sonoma.edu](http://www.sonoma.edu)

**California Maritime Academy**  
 200 Maritime Academy Drive  
 Vallejo, CA 94590  
 Rear Admiral Thomas A. Cropper, President  
 (707) 654-1000  
[www.csum.edu](http://www.csum.edu)

**California State University, Stanislaus**  
 One University Circle  
 Turlock, CA 95382  
 Dr. Ellen N. Junn, President  
 (209) 667-3122  
[www.csustan.edu](http://www.csustan.edu)

**California State University, Monterey Bay**  
 100 Campus Center  
 Seaside, CA 93955-8001  
 Dr. Eduardo M. Ochoa, President  
 (831) 582-3000  
[www.csumb.edu](http://www.csumb.edu)

## University Administration

### The University Mission Statement

Cal Poly Pomona's mission is to advance learning and knowledge by linking theory and practice in all disciplines, and to prepare students for lifelong leadership, and careers in a changing, multicultural world.

### A Shared Vision for Cal Poly Pomona

California State Polytechnic University Pomona will be recognized as a national leader in polytechnic education, where hands-on learning is the foundation of broad-based educational experience. Our graduates will be distinguished by their understanding of theory, the ability to think critically and the capacity to apply that knowledge in a real-world setting. Cal Poly Pomona will embrace change, through teaching, learning, and scholarship that continually addresses the needs of a diverse culture and a dynamic economy. Cal Poly Pomona will be a model of a learning-centered university in all aspects of campus life. The mission of the university will be rooted in our core values.

### University Core Values

#### Polytechnic Identity

We take great pride in our polytechnic identity, realizing our exclusive role in higher education. Cal Poly Pomona is responsible to its constituents by providing quality instruction in the unique programs that distinguish the university.

#### Academic Quality

We are committed to academic rigor and excellence in our teaching, learning, and scholarship. A Cal Poly Pomona education transforms prepared students into successful alumni.

#### Learn By Doing

We are distinguished by our active, hands-on approach to learning, both in and out of the classroom.

#### Teacher Scholars

We are committed to producing and supporting faculty teacher-scholars. Developing state-of-the-art facilities will allow faculty to collaborate with students so as to generate knowledge and develop real-world solutions.

#### **Environmental Sustainability**

We recognize our responsibilities to the global community and value the importance of applying and advancing sustainable practices in the classroom on our campus.

#### **Celebration of Diversity**

Cal Poly Pomona embraces diversity as a core value, ensuring that the campus community reflects the state and region it serves.

## **University Learning Outcomes**

Through participating in curricular and co-curricular learning opportunities, the graduates of California State Polytechnic University, Pomona, will develop following competencies:

#### **Practitioners: Equipped with a foundation for growth and professional success**

- *communication skills* - using verbal, written, visual and listening skills to communicate persuasively and coherently
- *interpersonal skills* - demonstrating teamwork and leadership skills to achieve common goals
- *disciplinary learning* - applying, integrating, and adapting fundamental information, concepts, theories and methods in their principal disciplines

#### **Integrative Thinkers: Able to apply their knowledge and skills to future challenges and opportunities**

- *critical thinking* - thinking clearly and logically to evaluate ideas, analyze and interpret information, and draw inferences through reasoning
- *problem solving* - identifying, formulating, investigating, and solving quantitative and qualitative problems effectively and creatively
- *information literacy* - locating, assessing, using and communicating qualitative, quantitative and scientific information, among a wide variety of sources, methods, and tools
- *integrating and transferring learning* - making connections across disciplines and between current and new knowledge, and applying that knowledge to professional and community life

#### **Model Leaders: Taking an active role as a citizen in a diverse multicultural environment**

- *ethical understanding* - applying ethical considerations in professional, personal and social life
- *liberal learning* - demonstrating knowledge and appreciation of the physical and natural world, and of the development and legacies of diverse world cultures
- *global citizenship* - understanding the responsibilities of being a global citizen and the role of civic engagement in fostering a democratic society
- *intentional learning* - employing self-knowledge of the social and cognitive factors influencing their learning to engage in ongoing reflection and exploration for the purpose of personal development
- *lifelong learning* - pursuing educational interests from previous learning outside classroom requirements indicating intellectual curiosity, energy, and passion in the expansion of knowledge, understanding, and abilities.

## **University Goals and Strategies**

There are eight major University goals. All of the following goals are essential, and do not appear in priority order. They are:

1. A Student Population Aligned with the Academic Master Plan
2. A Learning Organization Enhanced by a Culture of Evidence, Academic Excellence, and Scholarship
3. Student Success through an Engaging Campus Experience
4. Excellence in Our Faculty and Staff
5. Engagement with the Geographic Region and Beyond
6. A Diverse, Global Perspective
7. A Campus Preserved and Enhanced for Future Generations
8. Financial Resources to Ensure Educational Excellence

### **Impact and Implementation**

The "Strategic Planning Guidelines" is a living document that enables Cal Poly Pomona to anticipate changes in the environment and to be proactive in addressing the opportunities and challenges that face the University.

## **Accreditation**

The university is accredited as a degree-granting institution by the Western Association of Schools and Colleges (WASC). Inquiries regarding the university's accredited status may be directed to the following:

Western Association of Schools and Colleges  
 Accrediting Commission for Senior Colleges and Universities  
 985 Atlantic Avenue, Suite 100

Alameda, CA 94501  
Phone: (510) 748-9001

Cal Poly Pomona is authorized by the California Commission on Teacher Credentialing (CCTC) to recommend candidates for credentials in the following areas: Agriculture Specialist Credential, Adaptive Physical Education Credential, Bilingual/Cross Cultural Specialist Credential, Business Education, Multi Subject Teaching Credential, Single Subject Teaching Credential, Education Specialist Mild/Moderate Credential, Education Specialist Moderate/Severe Credential, and Preliminary Administrative Services Credential, and the Professional Clear Administrative Credential.

The Don B. Huntley College of Agriculture is accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities for its baccalaureate program in Animal Health Science. The Don B. Huntley College of Agriculture is accredited by The Commission on Accreditation for Dietetics Education for its baccalaureate program in Foods and Nutrition-Dietetic Option and for its postgraduate Dietetic Internship.

The College of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB) for all its undergraduate and graduate programs.

In the College of Engineering are baccalaureate programs in aerospace engineering, civil engineering, chemical engineering, computer engineering, electrical engineering, industrial engineering, manufacturing engineering, and mechanical engineering are accredited by the Engineering Accreditation Commission ABET. Baccalaureate programs in construction engineering technology, electronics and computer engineering technology, and engineering technology are accredited by the Technology Accreditation Commission of ABET.

The College of Environmental Design is accredited by the American Society of Landscape Architects for its programs in landscape architecture and recognized by the American Planning Association (Planning Accreditation Board) for its program in urban planning. The Bachelor and Master of Architecture degrees are accredited by the National Architectural Accrediting Board.

The College of Letters, Arts, and Social Sciences is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA) for its Master in Public Administration program.

The College of Science is accredited by the American Chemical Society for its program in chemistry and by the Computing Accreditation Commission/Accreditation Board for Engineering and Technology (CAC/ABET) for its program in computer science.

The Collins School of Hospitality Management is accredited by the Accreditation Commission for Programs in Hospitality Management.

Student Health and Wellness Center Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. and Counseling Services is accredited by the International Association of Counseling Services.

## The University Seal



The seal is used for all official acts of the university. It appears on official documents and represents a verification of the university's approval of actions and events. The figure in the seal's center is a representation of the head of the university's ceremonial mace which represents through its five branches the five disciplines of learning, basic to the curricula of the university: the arts, commerce, the humanities, the sciences, and technology. Surrounding the seal is a black band which circles the designation "California State Polytechnic University, Pomona" and the founding date, 1938. Above the stylized mace is the Latin INSTRUMENTUM DISCIPLINAE.

## The University Symbol





The California State Polytechnic University logo was created from two on-campus structures, the CLA Building and the Arabian horse barn arch, suggesting a transition into an age of innovation—linking of the theoretical and the practical. The leaf acknowledges the past tree logo and represents our lush and unique campus. It also represents the student flourishing within the nurturing Cal Poly Pomona environment. The placement and shape of the leaf create an image representing the fact that we are a polytechnic university located in Pomona. The logo is the university symbol and is used on all printed material.

### **Associated Students, Inc.**

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded, and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides student involvement and representation at the campus and systemwide level and offers leadership development through student government, student-leadership programming, and student employment. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

Managed by ASI, the Bronco Student Center (Building 35) is host to an array of ASI programs and services including Bronco Fitness Center and Campus Recreation, Games Room, Etc., Bronco Exhibit Gallery, Bronco Events and Activities Team (BEAT), ASI Gas Creative Group, Conference and Event Services, Children's Center (a partnership between ASI and the Student Affairs Division), and ASI Business Services.

The Bronco Student Center also serves as home to the Cal Poly Federal Credit Union, Bronco Copy 'N' Mail, Bank of America ATM and hydration station courtesy of ASI. Currently the Bronco Student Center has multiple food venues in the Center Court including Subway, Round Table Pizza, Qdoba, Peet's Coffee, Freshens Smoothies, Poly Fresh Market and a variety of vending locations.

The newest addition to the ASI family includes the Bronco Recreation and Intramural Complex. In partnership with the University, ASI began construction of the first recreation center at Cal Poly Pomona joining the roster of 14 other CSUs with a recreation center. The project was approved by the California State University (CSU) Board of Trustees in 2010 and officially named as the Bronco Recreation and Intramural Complex (BRIC) in spring 2012. The 119,000 square-foot facility opened to students and the campus community fall 2014. The three-story complex will have amenities never before seen on campus, as an indoor-running track, 51-foot rock climbing wall, outdoor 10-lane lap and leisure pool, four-court gym, multi-activity court, five fitness studios, juice bar and more. The BRIC was designed by LPA Architects for LEED Gold-certification with an eco-friendly and environmentally efficient design.

### **Cal Poly Pomona Foundation, Inc.**

The Cal Poly Pomona Foundation, Inc., established in 1966, is an integral component of the educational mission of the University. In pursuit of this mission the Foundation is a partner in the University community. The Foundation provides the highest level of service and financial support while maintaining corporate fiscal integrity. The role of the Foundation is to provide convenient and appropriate goods and services at a reasonable price and to develop additional assets and resources for the University. The Foundation also promotes and celebrates the cultural diversity of the University, helps foster and maintain an effective learning environment to provide educational opportunities, reflects an institutional image of competence and quality, and encourages cooperative relationships within the University community.

Excellence in service to the campus community is the highest priority of the Foundation. The Foundation manages the Bronco Bookstore, Dining Services, Catering, Kellogg West Conference Center and Lodge, and the University Village student apartment complex. Contracts and grants from private and public agencies awarded the University are also administered by the Foundation. Financial and administrative support is provided to supplemental programs including Continuing Education and CTTI; non-credit programs in engineering and science; Agriculture's Aid-to-Instruction programs; and Research and Sponsored Programs. The Foundation currently offers a program to assist faculty and staff in finding affordable housing within close proximity of the campus. The Housing Assistance website [foundation.cpp.edu/ha/default.aspx](http://foundation.cpp.edu/ha/default.aspx) provides a one-stop source of valuable information for those who are looking to buy, rent, or find temporary housing.

The Foundation also works in partnership with the University on a public/private research park (Innovation Village Research Park) conducive to scientific excellence and innovative technology. Additional information is available at the Innovation Village website [www.innovationvillage.org](http://www.innovationvillage.org).

The Foundation operates as a public-benefit charitable-educational organization under the provisions of the California Revenue and Taxation Code, Section 23701(d) and the United States Internal Revenue Code, Section 501(c)(3). As a recognized auxiliary of the California State University, the Foundation conforms to the regulations established by the Board of Trustees of the California State University and approved by the California State Director of Finance required by the California Education Code, Section 89900. The University administrative organization supervises the Foundation, as required by title 5,

California Code of Regulations, and Section 42402.

For additional information, please call the Cal Poly Pomona Foundation, Inc. at (909) 869-2951 or on-line at foundation. [www.foundation.cpp.edu/](http://www.foundation.cpp.edu/).

## Alumni Association

The [Cal Poly Pomona Alumni Association](#) is an independent 501 (c) organization, founded in 1972. Per Title 5 of the California Code of Regulations (Article 15), it is the only recognized alumni association on campus.

The Alumni Association's Board of Directors consists of eighteen alumni leaders, plus a representative appointed by the University President. In addition, presidents of [Associated Students, Inc.](#) and the [Student Alumni Association](#) also serve on the alumni board as ex officio members. The Alumni Association also appoints one alumnus/a to serve on the system-wide [Cal State University Alumni Council](#). This group meets quarterly and has alumni representation from all 23 Cal State campuses.

The Alumni Association's vision statement is: "Cultivating, building and fostering a culture of partnership and investment." The association supports several academic and special interest [alumni chapters](#) as well as a [Student Alumni Association](#) and a [Student Ambassador Program](#). Membership in these organizations affords students access to alumni events and program participation.

Engagement is a priority for the Alumni Association and each year they host, cohost or support up to fifty local and regional [events](#) designed to encourage networking and a sense of community. Signature events include the [Student Alumni Networking Dinners](#), [Alumni Professor for a Day luncheon](#), [Distinguished Alumni Awards](#) and [Senior Send Off](#). They also maintain a growing alumni/student [mentoring program](#) and a thriving [scholarship program](#) which annually awards more than \$40,000 to student leaders. Scholarship funds are raised through private donations and alumni brick walk sales. The historic [Alumni Walk](#) is located in the Rose garden and includes several thousand bricks, engraved with the names and graduation information of alumni and members of Kellogg and Voorhis families.

Through [membership](#) into the Alumni Association, alumni can receive access to exclusive events, our [travel program](#) and benefits that include medical, dental and homeowners insurance, financial planning and discounts to several on-campus facilities.

The Alumni Association exists to be a resource for current and future alumni. For more information, please visit us [online](#) or contact us 1-866-CPP-ALUM or [alumni@cpp.edu](mailto:alumni@cpp.edu)

## Summary Report on Student Graduation Rates - 2003

Under the state master plan for Higher Education, California State Polytechnic University, Pomona, draws its first-time freshmen from the top one-third of California's high school graduates. Since 1957, Cal Poly Pomona has awarded more than 84,853 bachelor's degrees and 8,613 master's degrees.

The number of course credit units required to complete a major program varies. For example, the minimum number of quarter units for a bachelor's degree is 180 (which is equivalent to 120 semester units). Most undergraduate programs could be completed in four years. However, few Cal Poly Pomona students actually graduate in four years (8 percent), because most are balancing work, education, family and other obligations.

Our undergraduate degree programs require between 180 and 202 quarter units. Students who wish to finish college in four years must attend school each fall, winter and spring quarter and complete an average of 15.5 to 17.5 units per quarter. As a rule of thumb, these unit loads translate into 46.5 to 52.5 student hours per week outside of class. In addition, students who wish to graduate in four years must plan a schedule of courses, with the help of academic advisors that will enable them to progress through course sequences in their major while interweaving appropriate breadth courses in general education.

Employment and other obligations cause an increasing number of students to enroll for 12 units per quarter or less. A Cal Poly study has indicated that more than 84 percent of students enrolled at Cal Poly Pomona work some portion of the week. At the same time, the number of students carrying fewer than 12 units per quarter has increased. This pattern of work and school is also reflected in the number of students who enter and continue beyond their first year. Eighty-two percent of the regularly admitted full-time first-time freshmen who entered in fall 2002 were enrolled for courses in fall 2003.

The proportion of an entering student class or cohort who graduate in a specified time period is the measure used at Cal Poly Pomona to assess baccalaureate program completions. The six year first-time freshmen rate for those regularly admitted students carrying a full-time unit load is the statistic often used to compare one higher education institution with another. Forty-six percent of the fall 1997 regularly admitted, full-time, first-time freshman cohort at Cal Poly Pomona graduated within this timeframe. This rate compares very favorably with neighboring institutions of higher education, the CSU systemwide average, and with public universities nationally. Many students persist in their degree goals considerably beyond the six-year time frame mentioned above which is not surprising given the profile of Cal Poly Pomona's enrollment. For instance, an additional 10 percent of the 1993 regularly admitted, full-time, first-time freshman class had graduated beyond the number who had completed their studies in six years.

Information regarding student persistence and graduation rates at Cal Poly Pomona and, if available, the number and percentage of students completing a program in which the student is enrolled or has expressed interest may be obtained from Institutional Research and Academic Resources, located in Building room 113, or contacted at (909) 869-3405.

## University History

### Historical Development

In 1966, the California Legislature established California State Polytechnic College, Kellogg-Voorhis, as an independent state college. Thus ended almost three decades of direct legal and administrative relationship between this institution and its parent institution, Cal Poly, San Luis Obispo. In the last 50 years

Cal Poly Pomona's expansive campus has grown from its humble beginnings as a horse ranch to a university with approximately 19,800 students and 2,600 faculty and staff members. Three men played a vital role in this remarkable transformation: W. K. Kellogg, Charles B. Voorhis, and Julian McPhee.

## W. K. Kellogg Develops Arabian Horse Ranch

W. K. Kellogg, known for his famous "corn flakes," had a life-long passion for Arabian horses. After purchasing 377 acres at a cost of \$25,000, Kellogg developed the land into a world-renowned Arabian horse ranch. The first building erected contained the horse stables. Now renamed the University Plaza Kellogg affectionately called the hacienda-style building his "Arabian Palace."

On May 17, 1932, a crowd of more than 20,000 spectators converged on the ranch to witness Kellogg's donation of his Arabian Horse Ranch, including 8 horses, to the University of California. In return for the generous grant, the University agreed to keep the Arabian horses and continue the Sunday horse show that began in 1927 and continued to draw thousands of people, including some of Hollywood's biggest stars.

In 1927, Charles B. Voorhis purchased 150 acres of land near San Dimas to build a facility for deserving and underprivileged boys. "Uncle Charlie," as he known by his students, viewed his facility as a place where students could study an abbreviated, but intense, agricultural program.

In 1933, Julian McPhee, assumed the presidency at California State Polytechnic University at San Luis Obispo. Known for his tight fiscal policy, McPhee led the University during the years of the Great Depression. After those bleak years, McPhee's vision of expanding Cal Poly Pomona to Southern California came closer to reality.

## Cal Poly Pomona Expands

Plagued with financial problems, Voorhis was forced to close his doors only ten years after he had opened his facility. The demise of the Voorhis facility gave McPhee the opportunity to expand Cal Poly Pomona. In August of 1938, Charles Voorhis donated his facility as a gift to the California State University System. In August of 1938, McPhee's request for the land was approved and the entire horticulture program was moved from San Luis Obispo to the new Southern California campus.

Further expansion was halted by the onset of World War II. The southern Cal Poly campus was closed when the majority of its students were called to active duty and the former Kellogg ranch was transformed into an Army remount station. After the war, the ranch faced an uncertain future, but in 1949 the 813-acre W.K. Kellogg Arabian Horse Ranch was deeded to the state, a proposal to which The Kellogg Foundation agreed, provided the Sunday horse shows resumed.

In 1949, the first Cal Poly Pomona Float was entered in the Tournament of Roses Parade and won the Award of Merit. The Rose Float tradition continues today and marks the partnership of the two Cal Poly campuses.

In 1956, the first classes were held on the campus in the present-day science building. Six programs in agriculture, leading to four bachelor of science degrees, were offered. In the Class of 1957, 57 agricultural majors were the first graduates of Cal Poly Pomona. By 1959, the curricula of the college included six degree programs in the arts and sciences and four in engineering.

## Women Join Cal Poly Pomona

Many changes occurred in 1961 which affected Cal Poly Pomona profoundly. The Master Plan for Higher Education established the California State College System with its own Board of Trustees, and women enrolled at the University for the first time with 329 women joining the student body of 2,436 men. In the same year, the Legislature enacted Education Code Section 22606, which identified the primary function of the State Colleges as "...the provision of instruction for undergraduate students and graduate students, through the master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession."

The Legislature recognized the special responsibility of this institution as a "polytechnic college" by adding Education Code Section 40051 which authorized the college to emphasize "...the applied fields of agriculture, engineering, business, home economics, and other occupational and professional fields."

In 1966, the California State Polytechnic College, Kellogg-Voorhis, was established as a separate institution from the San Luis Obispo school. Both campuses were awarded full university status in 1972. On June 1, 1972, the campus name was officially changed to California State Polytechnic University, Pomona. In 1982, The California State University and Colleges became The California State University.

Over the years, Cal Poly Pomona has grown from a small campus with six undergraduate programs enrolling 550 men in 1956 to a nationally and internationally recognized university with 96 undergraduate and graduate programs enrolling currently over 19,800 men and women. But the legend of Kellogg's Arabian horse ranch has not been lost. The agricultural tradition begun by Voorhis and McPhee continues today. Cal Poly Pomona continues to be a leader in engineering education, providing well-trained graduates to meet current needs. And with an eye to the future, Cal Poly Pomona continues to expand its programs and facilities.

## The Campus

Out of all the California State University campuses, Cal Poly Pomona may be the most unique. It spans approximately 1,400 acres and has over 60 buildings. There are numerous classrooms, a student union, an Arabian horse center, and a multi-level library that houses over three million items including periodic bound volumes, and microforms. Cal Poly Pomona is considered a mid-sized campus in comparison to other schools in the Cal State system, but it often has the feel of a small, private campus. Most classroom buildings are within reasonable walking distance of one another and the campus sits in a small valley surrounded by hills, qualities that help create the sense of community one finds at this university. There are also many organizations on campus for students to become involved in and it is very easy to meet fellow students. This campus is not a large, daunting university with great halls and impersonal classrooms; it is a mid-sized teaching university. The emphasis is on students and making sure they get the most out of their educational experience at this university.

While Cal Poly Pomona has the reputation of being an agricultural and engineering school, it offers a variety of other areas of study. Business, the arts, and Hospitality Management are just a few of the many programs offered here. Of the 19,800 students on campus, 2,372 are graduate and credential students. With a student body that comes from a variety of geographical locations and cultures, Cal Poly Pomona is a very ethnically diverse campus.

One of the most desirable qualities of Cal Poly Pomona is its location. It is near most major freeways and close to major civic centers and business districts. This makes it easily accessible for commuters. For students looking for a diverse education with interactive teaching and the added bonus of a convenient location, Cal Poly Pomona is often the right choice. Interactive campus map available at: [www.cpp.edu/map](http://www.cpp.edu/map)

## Location

Located south of the San Bernardino Freeway (Interstate 10) on the eastern slope of Kellogg Hill, the campus is the second largest in acreage in the state university system. The buildings represent a careful blending of the tile-roofed Spanish ranch structures built by W. K. Kellogg and the modern laboratory classroom buildings of concrete and red brick. Campus development has preserved the beauty of the ranch and its original plantings. The combination of agricultural and livestock areas with science, engineering, environmental design, and liberal arts facilities provides for the full range of instruction in the Cal Poly Pomona program. (See campus map in the back section of the catalog.)

A multi-level interchange, which is a link for the San Bernardino, Corona, Orange, Foothill, Pomona and Riverside Freeways, is located near the northeast corner of the campus. Approximately 40 minutes from the downtown areas of Los Angeles and San Bernardino, the university is also within easy freeway access from communities in Los Angeles, Orange, San Bernardino and Riverside counties. (See <http://www.cpp.edu/maps/>.)

## University Facilities

### Classroom/Laboratory/Administration Building

The Classroom/Laboratory/Administration building (CLA), with its unique triangular tower and sandstone finish, is one of the most striking architectural structures on campus. The 235,000 square foot structure contains 10 lecture rooms, 40 faculty offices, an instructional television studio, and 625 computer workstations arranged in 21 computer laboratories. In addition to housing most of the offices of the Instructional and Information Technology Division and Academic Senate, the CLA is also home to various executive, business, and student affairs offices, including Admissions and Outreach, Registrar's Office, Financial Aid, the Test Center, and Academic Affairs.

### Library

As the intellectual and cultural "heart" of the campus, the purpose of the Library is to provide all members of the university community with effective and equitable access to the recorded information necessary to support the university's teaching and learning, research, and public service mission, to respond to the need of all members of the campus community to be library and information literate, and to provide a rich independent learning environment where scholarly information can be explored and assimilated to knowledge.

The original six-story 205,000 sq. ft. Library building was constructed in two phases: the four lower floors were opened in 1968, and two upper floors were added in 1989. Phase I of the current Library Addition (100,000 sq. ft.) & Renovation (91,000 sq. ft.) project will be finished in September 2008. A future Phase II Renovation (114,000 sq. ft.) will complete the new Library build-out.

The new "people-centered" Library will feature a welcome (concierge) desk, an indoor/outdoor café with Internet access, state-of-the-art computing, telecommunications, and wireless access throughout the building to support current and future technological applications of library research, academic classrooms, writing and learning centers, "intelligent" group study and group viewing/listening rooms, a 24-hour computer/study lab with 102 seats, informal learning centers, a two-story Grand Reading Room with overlook balcony, a 40 workstation Information Commons, a 40 workstation Productivity Center, (Geographic Information Systems) services, an institutional repository to manage, disseminate, and preserve digital materials created by our university, a multipurpose room for special events. The Special Collections Room will house the University Archives, the Wine & Wine Industry collection, the First Edition collection, the John Gill Modern Poetry Collection, and a local history collection.

In 2005-06 (the most recent official statistics available at the time of this printing) the Library collection included approximately 750,000 print volumes, 13,000 electronic books, 6,500 print journals, 4,200 electronic journals, 13,000 cartographic materials, 1,500,000 microforms, 4,800 sound recordings, 6,000 film items, and over 160 databases. In addition, the Library participates in LINK+, a resource sharing consortium of 42 academic, public, and special libraries in California and Nevada. Library users at Cal Poly Pomona may electronically request an item not available here and it is delivered to our Library for check-in in 2 to 4 days. LINK+ provides access to approximately 19 million items, 5 million of which are uniquely held by only one participating library. There is no charge to request or borrow LINK+ materials.

Personal assistance in using the Library's print, electronic, and multimedia resources is available at four service desks: Welcome/Concierge, Reference/IT Help, Media/Reserves, and Circulation, in-person by appointment with Reference staff, and online via email and/or interactive "chat" with Reference staff. General instruction in using the Library as well as specialized research workshops are offered to students and faculty each academic quarter. In addition, the Library offers web-based self-instructional tutorials. The Library is open 7 days a week during Fall, Winter, and Spring quarters, with extended hours for final exams. Summer quarter hours vary with the university schedule.

For more information, visit the Library's website at [www.cpp.edu/~library](http://www.cpp.edu/~library), or call (909) 869-3074.

### Agricultural Facilities

The primary agricultural facility is the agriculture building (2) which contains laboratories, classrooms, faculty offices, and the college offices. Additional laboratories and offices are located in the College of Environmental Design (7), and in the University Office Building (94).

Building 45 houses shops, laboratories and classrooms for the Plant Science and Apparel Merchandising and Management programs. An expansion of the facility accommodates the Apparel Technology and Research Center (ATRC) which contains a state-of-the-art manufacturing plant.

Directly related to animal science and other agricultural programs are the production units: a beef unit (32), meats processing building (34), research lab (35) for swine and small ruminant units (37-38). The W. K. Kellogg Arabian Horse Center (29) and horse show arena are operated as an instructional facility also used for the Sunday Arabian Horse Shows. The Equine Research Center (67) forms part of this complex.

Campus acreage utilized by the Don B. Huntley College of Agriculture for instruction includes areas for field, vegetable, and forage crops, irrigated and non-irrigated pastures, citrus fruit and avocados and ornamental plantings. In addition to campus acreage, the Don B. Huntley College of Agriculture operates through the university's Foundation, the Pine Tree Ranch, a 53-acre instructional citrus and avocado ranch in Ventura County, and 1,000 acres of agronomy production at Westwind Ranch in Chino.

AgriScapes (211) serves as a center for environmentally sustainable and economically viable agriculture and landscape. Located on 40 acres, the Center incorporates the Farm Store @ Kellogg Ranch, classrooms and laboratories, greenhouses, a visitors' center, and small conference facilities. AgriScapes is the home of the annual Pumpkin Festival and farmstore which retails all of Cal Poly's finest produce, meats, and nursery products. Greenhouse facilities house horticultural student projects, hydroponic propagation, the Raymond Burr Orchid Collection, and rose breeding facilities.

## Business Administration Facilities

The state-of-the-art College of Business Administration Complex is located east of the historic Kellogg Rose Garden. The crowning jewel on an already picturesque campus, these architecturally engaging structures include the Auditorium Building (162), the Classroom and Laboratory Building (163), and the Faculty, Administration, and Student Services Building (164). With its grand canopy inviting visitors into its central outdoor courtyard, wireless Internet and a café seating for Einstein Bros. Bagels., the 70,000 square foot complex serves as a triangulation point for students, faculty and the business community to interact. Other instructional laboratories are located in Building 6 and the Classroom, Laboratory, and Administration Building (98).

## Engineering Facilities

The College of Engineering neighborhood consists of Buildings 9 and 17, and portions of Building 13. This engineering complex houses faculty and department offices, and offices of the Maximizing Engineering Potential (MEP) program, NSF-sponsored ADVANCE project, the Center for Lighting Education and Applied Research, the subsonic and supersonic wind tunnels, and numerous engineering computer laboratories. In 2001 the College of Engineering unveiled the new laboratory facility (Building 17) that was part of a \$52 million dollar public-private partnership effort to upgrade facilities. The new engine facility is comprised of two floors. The top floor is envisioned as the "Imagination" level, where design studios, mediasmart classrooms, faculty and department offices are housed and engineering solutions are imagined. The ground floor is deemed the "Realization" level, which houses the various laboratories with each of the engineering departments where students gain hands-on engineering experience.

All 62 of the college's laboratory suites, involving all departments and programs of the college and totaling 250,000 square feet, were recently revitalized through a partnership of industry and government and are kept current through continuing commitments from industry. Some of the laboratories include aerothermofluid dynamics; unit operations; photogrammetry; electromagnetics; communications; construction management; computer-aided design, mold and machining; composites; and advanced vehicles.

## Environmental Design Facilities

The 50,000 square foot Environmental Design Building (7) houses studio laboratories, multipurpose research facilities, a resource center and visual resource library, print room, computer laboratories, and classrooms for architecture, landscape architecture and urban and regional planning, as well as faculty offices and the college offices. Additional studios, classrooms, and a model shop are located in the adjacent Don B. Huntley College of Agriculture Building (2). The Art Department is located in Building 12. Additional studios are located in Buildings 1 and 89. Graduate Studies are also housed in Buildings 2 and 7.

## Letters, Arts, and Social Sciences Facilities

Facilities for the College of Letters, Arts and Social Sciences (CLASS) are found in many areas of the campus. The college offices, along with the Department of Behavioral Science and Geography and Anthropology, are located in the CLASS Building (5). Besides general classrooms and faculty offices, the building also houses the Social Data Center and Computer Lab, the Anthropology Lab, the Geography Lab, and the College of Education and Integrative Studies. Other college departments are located in the University Office Building (94), such as: History and Political Science.

The departments of Economics, Philosophy, and Communication are located on the third floor of the former Administration Building (1). The offices of the student newspaper, The Poly Post, are located on the second floor. Facilities for teaching art classes are located in the Aerospace, Chemical, and Industrial Engineering Building (12). The Learning Resource Center and related faculty offices are in the Library Building (15).

The Performing Arts Center is a two-building complex for instruction in music and theatre. The Theatre Building (25) contains a 500-seat theater, a large rehearsal room adaptable as a small central-staging theater, make-up and costume rooms, scenery shops, classrooms, and offices. The Music Building (26) includes a 180-seat recital hall, choral and orchestra rooms, faculty offices for English, music, and foreign languages, individual practice rooms, and a music library. The dance studio is located in the physical education facility.

The physical education facility (41-44) houses the Kinesiology and Health Promotion Department office and the Institute for New Dance and Cultures. It is a

includes multipurpose buildings for instruction in physical education, athletics, and specialized health, and adapted physical education programs. These facilities include gymnasiums, swimming pools, handball and tennis courts, fields for team sports, a track, a baseball field, a softball field, and a football field.

## Science Facilities

Science facilities include the Science Building (3), which was the first instructional building on campus, and the Science Building addition (8). Both buildings contain faculty offices, classrooms and laboratories. Advanced laboratories for instruction in the biological sciences, chemistry, geosciences, mathematics and physics are housed in the Science Building addition. The College of Science's administrative offices and the University Computer Center are also housed in the addition. Public-private space at the new Innovation Village Research Park can be available for corporate research and development.

## James and Carol Collins Center for Hospitality Management

The James and Carol Collins Center for Hospitality Management (Building 79) is located atop one of the most picturesque hills on the Cal Poly Pomona campus, adjacent to the Kellogg West Conference Center. The Collins Center has a sweeping view of the Diamond Bar, Walnut and Pomona valleys. The Collins School is a 43,000 square foot education center, built entirely with contributions from the hospitality industry. It houses the Restaurant at Kellogg Ranch, a student-operated fine dining restaurant, teaching and production kitchens, laboratories, classrooms, and offices.

## Faculty Center for Professional Development and eLearning

Victoria Bhavsar, Director

The Faculty Center for Professional Development is dedicated to supporting faculty in their multi-faceted roles of learner-centered teaching, research and creative activities, and service to the university and community. The vision of the Faculty Center is that every Cal Poly Pomona faculty member receives opportunities and encouragement to enhance his or her skills in disciplinary expertise, effective educational practices, and effective service practices and opportunities. We believe that every faculty member on this campus, regardless of rank or status, should have access to a community of scholars and colleagues.

We provide resources, support, and programs for faculty to advance innovative, effective instruction for diverse students throughout the University. We provide opportunities and resources for faculty to create and maintain collegial, collaborative relationships and to maintain vibrancy at every stage of the faculty career. We provide resources and programs to advance research, scholarship, creative activities, and other professional activities of the faculty. We assist departments in recruiting high-quality faculty and in orienting and supporting new faculty to encourage their retention, advancement, and success at Cal Poly Pomona. Our primary method of communication about our resources and programs is an email-based, weekly news bulletin.

The Faculty Center is located in Building 1, Room 227 & 228.

The eLearning team offers tools and support to enhance teaching, learning, and scholarly pursuits. Some of our offerings include consultation with an instructional designer to decide the best methods to handle a particular learning or scholarly goal or to get one-on-one assistance with technologies; templates, rubrics, design kits, and best practices for designing high-quality courses; consultation to locate or create multimedia learning objects for your pedagogical goal; technology workshops, or group; Blackboard support; recommendations for avoiding copyright violations with online course material; recommendations for making online course materials accessible to all learners, including people with disabilities and various learning needs; and (piloting in 2013-2014) proctored exams for hybrid or online courses. We also provide the Studio 6 computer environment, staffed with knowledgeable student assistants and equipped with new Macs, PCs, and scanners.

eLearning is currently located in the University Library but we anticipate moving to Building 1 in Spring 2014.

The Faculty Center for Professional Development and the eLearning team work in close collaboration. The Director of the Faculty Center also serves as the Director of eLearning.

## Information Technology Division

Computing and Network Facilities - The Information Technology Division (IT) provides robust computing and network resources to Cal Poly Pomona students, faculty and staff for educational and administrative purposes. Central computing services operated by IT include BroncoDirect, which provides online services for students (including registration, unofficial transcripts, fee payments, checking grades) as well as support for faculty (including advising and grading); PeopleSoft, which serves as the primary student information system, used by the Registrar, Admissions, Financial Aid and the Cashier's offices; services as email, file sharing, data network, HTTP and FTP, account management; learning management systems and data warehousing. IT operates a state-of-the-art data network that connects to the K-20 network and to the Internet via CENIC's high speed wide area network supporting data, video and wireless services across the campus for nearly all classrooms, offices, labs and student residences.

Instructional Technology - IT assists faculty and students in the use of technology in support of teaching and learning. IT is working to equip classrooms, labs and studios with the latest technology in computers, projectors, document cameras, and video players. IT operates two large open-access computing labs: located in the CLA building and in the Campus Center, as well as Studio 6, a specialized multimedia lab in the CLA building. All three labs include modern Windows and Macintosh workstations and provide printing facilities. All students enrolling at CPP automatically receive an email account and disk space for storage and publishing world-wide web pages.

IT's e-learning applications include a learning management system, video streaming, and video- and web-based conferencing. Using these applications IT instructional technology professionals assist faculty with Instructional design, video production, and multimedia development to create online learning environments to create web-enhanced, blended, and fully online classes.

## University Office Building

This office complex houses faculty and departmental offices from the Colleges of Agriculture, Arts, and Business Administration. The department of Student Support and Equity Programs, which serves EOP and Undeclared students, is also located in this facility.

## Student Residence Areas

Six residence halls (20, 21, 22, 23, 57, 58) accommodating 1184 students line University Drive. Behind the halls is the Los Olivos Dining Commons (70), 600-seat dining hall for resident students. Overlooking the pond is the La Cienega Center (59) which includes a fitness center with a free membership for residents of the halls and suites, plus the University Housing Services office. The Residential Suites (60, 61) are located off Kellogg Drive next to the Kel Gym and accommodates 413 students. The University Village is located directly adjacent to the campus on Temple Avenue and accommodates approximately 1300 students in two-story and three-story buildings. In the center of the complex is the Village Community Center, which includes lounges and facilities for social events and quiet study, plus a Foundation Housing Services office.

## Student Health Services and the Wellness Center

Student Health Services (46), located at the top of University Drive, next to Lot J, provides pre-paid basic services to students with illnesses, injuries or other health-related issues. All Cal Poly Pomona students pay a mandatory, quarterly health fee at the time of registration, prepaying for unlimited visits with licensed medical practitioners on an outpatient basis. Students may call (909) 869-4000 and make an appointment or they can go online through Bronco Health Manager to make same-day appointments. X-rays, basic lab work, confidential or anonymous HIV testing, minor surgery, and birth control options information are also available at no additional charge.

Student Health Services is open Monday through Friday, 8 a.m. - 5 p.m. including quarter breaks; closed weekends and holidays. Summer Quarter hours: Monday through Thursday, 7 a.m. - 6 p.m. Students can call a free After Hours Nurse Advice Line (855-272-1723) for times when SHS is closed.

Outside and after hours medical care, whether referred by Student Health Services or not, is at the student's expense. Students are strongly encouraged to have comprehensive medical insurance coverage. As a minimum, insurance available through the Associated Students, Inc. should be purchased.

Student Health Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. and meets the national standards for providing the highest quality of medical care available.

The Wellness Center, also located in the same building (46) through the parking lot entrance, is a drop-in facility, committed to creating a supportive environment for life-enhancing behaviors which contribute to individual health, community well-being, and academic achievement. Educational program services, and resources enable students to play active roles in achieving, protecting, and sustaining health and wellness.

Health Educators are available for individual appointments to provide education on a variety of health topics at no cost. In addition, the Wellness Center offers classes and workshops during the quarter and hosts programs and events designed to educate students and the campus community.

Hours of operation mirror that of Student Health Services.

## Visitor & Information Centers

The Visitor & Information Centers connect individuals to Cal Poly Pomona's unique, student centered community with thoughtful information, resources, and guidance. This office coordinates and disseminates communication to prospective and current students and manages the Visitor Center - campus tours and Information Centers - university policy and procedures; referrals to departments, programs, faculty and staff; event information; and on-campus directions.

The Information Center, which is located on the ground floor of the CLA Building (98), assists people with navigating Cal Poly Pomona's campus, the CLA Building, and university business processes. The Information Center is open Monday through Friday from 9:00 a.m. to 1:00 p.m. and can be reached at (909) 869-6931, or online at [www.dsa.cpp.edu/visitors](http://www.dsa.cpp.edu/visitors).

The Visitor Center, which is located on the first floor of the Bronco Student Center (35), offers information services as well as campus tours for current and prospective faculty and staff, job candidates, special university guests, prospective students and their families, and school children. The Visitor Center is open Monday through Friday, 8:00 a.m. to 5:00 p.m. The Visitor Center may be reached at (909) 869-3529 or online at [www.dsa.cpp.edu/visitors](http://www.dsa.cpp.edu/visitors).

## Kellogg House Pomona

Kellogg House Pomona, once the West Coast home of cereal magnate Will Keith Kellogg, has been renovated and restored to its original 1920s grandeur. This 8,275 square foot single story home located at the top of Mansion Lane was designed by Myron Hunt, whose famed work includes the Rose Bowl and Huntington Library. With the generous support of the Kellogg Foundation, this historic house underwent a one year \$2.3 million renovation and restoration in November 1998 the house was rededicated and reopened for special events, community programs, small conferences, dinners, meetings, and tours. Today Kellogg House Pomona is a university showcase for Kellogg ranch artifacts, period antiques and the university's Raymond Burr art collection. The adjacent grounds, and the collections of specimen plants in Sycamore and Palm Canyons, provide interesting and natural settings for the campus. For information "Friends of Kellogg House Pomona" membership and reservations call (909) 869-2272.

## Kellogg West Conference Center and Lodge

Kellogg West Conference Center and Lodge overlooks the Cal Poly Pomona campus with breathtaking views of the surrounding area. Kellogg West opened in April 1971 and was made possible by a \$3 million grant from the W.K. Kellogg Foundation in Battle Creek, Michigan and was the 10th facility funded by the

organization. Since its inception, Kellogg West has served local and nationwide corporations, government offices and organizations, and campus departments and clubs.

Kellogg West has available conference facilities for groups from 5 to 500 and offers as many as 20 separate conference rooms which provide maximum flexibility in meeting attendee's needs. The property has a full service Business Center, outdoor heated pool and spa, a team building ropes challenge course and a fitness room. Conference rooms are newly renovated and are offered on a 24-hour basis. Kellogg West works with Complete Meeting Packages to provide maximum value for meeting planners. A professional conference coordinator is available.

The Kellogg West Restaurant, with its award winning culinary program, can seat as many as 280 guests. Private dining rooms are available for a more intimate setting. Kellogg West can also provide catering to any group on campus. A wide range of menu selections and styles of service are available. The catering office can be reached at 909-869-2251.

The 85 Lodge rooms and suites have been recently renovated and contain all the amenities expected at a fine hotel. Kellogg West offers complimentary shuttle service to and from Ontario International Airport for hotel guests. Reservations can be made via computer at [www.kelloggwest.org](http://www.kelloggwest.org) for meetings at hotel rooms, or by calling the Front Desk at 909-869-2222.

## College of The Extended University

The College of the Extended University (CEU) is the educational outreach tool for the university providing career enhancement courses, [professional development certificates](#), [advanced degrees](#) and [customized training](#) programs for today's adult learners. Each year, new college graduates, working professionals and mid-career managers select our courses and degree programs because of our *Learn by Doing* approach and our expert instructors who bring real-world experience and business solutions into the classroom.

Our students come from a variety of industries and professions. As a result, we offer a wide range of program areas to choose from. Our flexible evening weekend course schedules help make attending class more convenient for those with full-time jobs. We also offer a wide range of career training and instructor-led [online classes](#) for students who prefer to learn at their own pace - when and where it is most convenient.

Individuals who wish to try out a new area of study, or those who want to finish their degree or change career fields, are able to choose from hundreds of academic credit courses offered through the [Open University](#) program. Participation in this program requires no formal admission to the university and credits earned are transferable to other CSU and UC campuses.

Working in collaboration with local and regional employers and government agencies, the CEU provides [customized training](#) programs to meet the immediate needs of today's workforce and tomorrow's leaders. Cal Poly Pomona's International Center, English Language Institute and Global Education Programs complementary components of the College of the Extended University - work together to advance the university's strategic goal of increasing internationalization among our students. The International Center, further fulfills its mission by offering an extensive variety of [Study Abroad](#) options year-over-year for students who wish to engage in international or multi-cultural studies. Each year hundreds of international students come to the university for academic English language preparation, and our Global Education Programs offer customized professional development for leaders from around the world.

Visit [www.ceu.cpp.edu](http://www.ceu.cpp.edu) for complete program details, registration information and a list of contacts for all CEU programs.

No matter what your educational need, the College of the Extended University is **Your Avenue to Success**.

## Innovation Village and Research Park

A 65-acre development for public-private partnerships with Cal Poly Pomona is located at the intersection of Temple Avenue and Valley Boulevard. The focus of this project is to attract companies to partner with the University in developing new technologies and furthering its academic mission. The Center for Trade and Technology Incubation (CTTI) facility located at the intersection of Temple Avenue and South Campus Drive houses the NASA Commercialization Center, the Pomona Technology Center sponsored by the Economic Development Administration, and the American Red Cross Blood Services-Southern California.

## Student Conduct and Discipline

### E-Mail is the Official Method of Communication

The university has established E-Mail as an official method of communication to students. Students will be notified of important dates, deadlines, required processes, services and programs via email to their Cal Poly Pomona e-mail account. Students are responsible for all communications sent to their e-mail account and to stay current and informed with the up-to-date information provided. Because some of the information is time-sensitive, the university strongly recommends that students check their e-mail accounts daily.

Students are assigned a Cal Poly Pomona e-mail address upon admission. As a courtesy and for the convenience of students, the university will provide instructions for redirecting the Cal Poly Pomona email account to a private account. However, errors in forwarding e-mail or communications returned due to relocation or undeliverable address will not excuse the student from missing any university communication. Examples of communication that may be sent via e-mail include, but is not limited to deadlines for making tuition payments, registration deadlines, immunization requirements, opportunities for financial aid and graduation information.

### Student Conduct and Discipline

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are



expected to assume the responsibilities of citizenship in the campus community. Association in such community is purely voluntary, and students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits.

While enrolled, students are subject to university authority, which includes the prerogative of dismissing students whose conduct is inimical to the aims of institution of higher education.

Rules of student conduct are included in the California Code of Regulations, Title 5, beginning at Section 41301.

A student who violates university policies or regulations is subject to disciplinary action which can result in a warning, probation, suspension, or expulsion. Procedures under which the university may take disciplinary action against a student are specified by the Chancellor of the California State University as described in Executive Order 1073. These procedures are on the Judicial Affairs website and are on file in the Judicial Affairs Office, Building 26, Room 1.

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 and 41302 of Title 5, California Code of Regulations. These sections are as follows:

## **41301. Standards for Student Conduct**

### **(a) Campus Community Values**

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

### **(b) Grounds for Student Discipline**

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are the grounds upon which student discipline can be based:

1. Dishonesty, including:
  - A. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - B. Furnishing false information to a University official, faculty member, or campus office.
  - C. Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - D. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University-related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.  
Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
9. Use, possession, manufacture, sale or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, sales or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction, or damage to University property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the authorization of the campus president) on campus or at a University related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
  - A. Unauthorized entry into a file, for any purpose.
  - B. Unauthorized transfer of a file.
  - C. Use of another's identification or password.
  - D. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.

- E. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - F. Use of computing facilities and resources to interfere with normal University operations.
  - G. Use of computing facilities and resources in violation of copyright laws.
  - H. Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation or presidential order.
  17. Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
  18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
  19. Violation of the Student Conduct Procedures, including:
    - A. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
    - B. Disruption or interference with the orderly progress of a student discipline proceeding.
    - C. Initiation of a student discipline proceeding in bad faith.
    - D. Attempting to discourage another from participating in the student discipline matter.
    - E. Attempting to influence the impartiality of any participant in a student discipline matter.
    - F. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
    - G. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
  20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

### (c) Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes a sanction for a violation of the Student Conduct Code. [Note: At the time of publication, such procedures are set forth in California State University Executive Order 1098 (Revised June 23, 2015), available at <http://calstate.edu/eo/EO-1098-rev-6-23-15.html>.]

### d) Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

### 41302. Disposition of Fees: Campus Emergency; Interim Suspension

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall, without prior written permission of the President or designated representative, not enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Note: Authority cited: Sections 66300, 66600, 89030, 89031 and 89035, Education Code. Reference: Sections 66017, 66300, 66600, 69810-69813, 89031, 89700, Education Code; and Section 626.2, Penal Code. Authority cited: Sections 66300, 66600, 89030, 89031 and 89035, Education Code. Reference: Sections 66017, 66300, 66600, 69810-69813, 89030, 89031, 89700, Education Code; and Section 626.2, Penal Code.

### Freedom of Information for Students

Students shall have the right to reasonable access to university, college, and departmental policies, procedures, standards, and regulations which affect the right of students to enroll, remain enrolled, or withdraw from any course or program of study.

The University Catalog shall be the principal means by which such academic information shall be transmitted to students.

The university, colleges, departments, and interdisciplinary groups shall not initiate and implement policies, procedures, standards, and regulations which affect the rights of students to enroll, remain enrolled, or withdraw from courses or programs of study except through established university procedures.

Students shall have the right to information from each professor as to the general requirements and goals of a course in which they are enrolled, and to the general criteria upon which they will be evaluated in that course. At the beginning of the quarter, each student shall be provided with a class syllabus.

Just as it is the students' right to know policies, procedures, standards, and regulations which affect their rights, so shall it be their responsibility to obtain and act appropriately on such information, and their lack of knowledge of such information which has been made accessible to them shall not be cause to waive such policies, procedures, standards, and regulations.

## Student Rights and Responsibilities

All members of the university faculty and staff have a primary mission of helping students to make progress toward a degree or credential. Nevertheless, each student is individually responsible for meeting all university requirements and deadlines, as presented in this publication and any other announcements of the university, center or department in which he/she is enrolled.

The University intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability or veteran status. All persons are to be protected from abusive or harassing behavior.

Information regarding grievance for students who feel aggrieved in their relationships with the University, its policies, practices and procedures, or its faculty and staff may be obtained from the Judicial Affairs Office in Building 26, Room 110, (909) 869-6900.

## Student Complaint Procedure

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

1. If your complaint concerns CSU's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <http://www.wascsenior.org/comments>. WASC is the agency that accredits the CSU's academic programs.
2. If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your complaint to the campus President or to the Director of Judicial Affairs at [seashe@cpp.edu](mailto:seashe@cpp.edu). See Procedure for Student Complaints-Executive Order No. 1063 for details regarding the complaint requirements and complaint process: <http://www.calstate.edu/eo/eo-1063.html>. The President or designee will provide guidance on the appropriate campus process for addressing your particular issue.

If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the President or designee, or by WASC, you may file an appeal with the Associate Vice Chancellor, Academic Affairs at the CSU Chancellor's Office. This procedure should not be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.

## Posting and Chalking Policy

The Office of Student Life and Cultural Centers (OSLCC) maintains the administrative responsibility for all posting on campus. All posters, flyers, banners and signs must be stamped at OSLCC, indicating that they have met all regulations in the university posting and chalking policy. For the full policy, visit <http://www.dsa.cpp.edu/osl/Policies.asp>. Organizations currently registered with the OSLCC, committees, colleges, departments and individual students, faculty or staff members are allowed to publicize on campus providing they comply with the regulations. The stamp does not regulate the content of the file nor the actions and opinions of the entity seeking approval and does NOT necessarily reflect those of the students, faculty or administration of Cal Poly Pomona.

Chalking is permitted only in the University Park grounds. Chalking must be at least 20 feet away from the entrances to the Bronco Student Center and Building 66 (Bookstore). Chalking on the stairs outside the Bronco Bookstore is permitted only on the top portion of the steps.

Unauthorized removal of properly approved and posted materials is an act of vandalism and subject to appropriate disciplinary action. Violators of the posting and chalking policy will be referred to the Director of Judicial Affairs.

University Housing Services have additional posting policies and must be contacted before materials are posted in these areas.  
[http://dsa.cpp.edu/uhs/Posting\\_policy.asp](http://dsa.cpp.edu/uhs/Posting_policy.asp)

## Academic Freedom

Academic freedom in a university is a fundamental condition necessary for education to flourish. The university is the primary social institution committed to the search for knowledge and the preservation of intellectual freedom. This commitment distinguishes the university from other institutions. Cal Poly Pomona is a community of learners—both teacher-scholars and students—who strive to promote, foster, and sustain academic freedom in its broadest context, with each individual free to pursue truth, knowledge, and meaning according to his or her own best judgment.

## Standard of Conduct

All members of the university community are expected to practice self-discipline, fair and independent judgment, and responsibility for their treatment of others. The relationship among faculty, administrators, staff and students should be free of exploitation, harassment, or discriminatory treatment. Particularly, intimate relationships between supervisors and employees, faculty and students, or between any individuals of unequal status are strongly discouraged because of the inherent power imbalance.

All members of the university community are expected to exercise reasonable judgment regarding the separation of their rights, obligations, and activities from their private lives. Specifically, when they speak or act as private persons, they should avoid creating the impression of speaking or acting for the university.

These statements are intended to preserve academic freedom, maintain professional conduct, and prevent potential discrimination, harassment, and con interest.

## Exclusion of Students from Classes

1. An instructor may at any time exclude from his or her course students who are disrupting the orderly conduct of the classroom or are a hazard to themselves or others.
2. Upon excluding a student from a class, the instructor shall, within two academic days, inform the following individuals in writing of the reasons for exclusion from class and that the student has three academic days to file a protest with the instructor's dean:
  - a. The instructor's department chairperson
  - b. The instructor's college dean
  - c. The student's major department chairperson
  - d. The student's major college dean
  - e. The student
  - f. The Office of Judicial Affairs

The student has three university academic days from the date of exclusion during which a formal protest may be lodged with the instructor's college dean concerning the instructor's decision. If the student desires to make such a protest, the college dean and department chairman will interview both the faculty member and the student(s) involved and the dean will make a final decision within three university academic days as to whether or not the student is to be allowed to return to class.

3. If the faculty member wishes to prefer disciplinary charges against the student involved, the faculty member shall submit such charges in writing to the Office of Judicial Affairs. However, it will still be necessary to go through the specified process.

## Academic Integrity

The University is committed to maintaining academic integrity throughout the university community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation, and the quality of a Cal Poly Pomona degree. The following policy is intended to define clearly academic dishonesty at Cal Poly Pomona and to state the responsibility of students, faculty and administrators relating to this subject.

All forms of academic dishonesty at Cal Poly Pomona are a violation of university policy and will be considered a serious offense. Academic dishonesty includes but is not limited to:

- a. Plagiarism - Plagiarism, is falsification or fabrication, it is presenting words, ideas or work of others as one's own work. Plagiarism includes, but is not limited to: copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit, and borrowing or using ideas without giving credit.
- b. Cheating - Cheating includes, but is not limited to: unauthorized "crib sheets," or notes during an exam, copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, and having an exam regraded after making changes. Additionally cheating is prohibited on homework, academic assignments for credit, exams given during classes, final exams and standardized tests : as the Graduating Writing Test and Math Diagnostic Test.
- c. Use of Unauthorized Study Aids - This includes, but is not limited to: utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work, and using any material prohibited by the instructor.
- d. Falsifying any University Document - This includes, but is not limited to: falsifying signatures on university forms, such as Add-Drop and Withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

## Consequences for Academic Dishonesty

In accordance with Executive Order 1073, academic dishonesty cases that occur in the classroom shall be handled by faculty members. However, after a decision has been taken by the faculty member, the faculty member shall report the incident to Judicial Affairs. The Judicial Affairs website has reporting instructions. Faculty will need to include information that identifies the student who was found responsible, the general nature of the offense, the action taken by the faculty member, and a recommendation as to whether or not additional disciplinary action should be considered by the Judicial Affairs Office. This process provides a central location for all academic dishonesty cases as an opportunity to hold students accountable for multiple academic dishonesty situations that may occur with several departments and as a way to monitor trends in academic dishonesty. The Judicial Affairs Office will determine appropriate disciplinary action based on the totality of the circumstances.

Academic outcomes related to academic dishonesty are the responsibility of faculty members. Faculty are encouraged to follow the academic expectations that are outlined in their syllabus. Some common academic actions taken for academic dishonesty may include, but are not limited to: "0" on the assignment, "F" for the course, Reduced grade, partial credit, or other sanctions faculty deem appropriate.

Disciplinary outcomes related to academic dishonesty are determined in accordance with the student conduct procedures described in Executive Order 1073. Outcomes may include, but are not limited to: warnings, probation, suspension, expulsion, or educational assignments intended to discourage the recurrence of academic dishonesty.

The responsibility of all students is to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty should report the instance to the instructor of the class, the test administrator, or the head of the department within which the course is offered. Cal Poly Pomona students who come from various international educational systems and wish to understand better the expectations of American educational system are encouraged to speak with an international student advisor in the International Center.

## Campus Violence

The University has a Zero Tolerance policy for threats or acts of violence against members of the campus community.

Civility, understanding, and mutual respect are intrinsic to excellence in teaching, learning and maintaining a productive work environment. The university also committed to providing a safe and healthy campus culture, which serves the needs of its many constituencies.

The university prohibits and will take decisive action to eliminate:

- verbal or written harassment
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression such as:
  - acts which can be interpreted as physical assault
  - threats to harm someone or endanger the safety of others
  - threats to destroy or the actual destruction of property
  - possession of a weapon (Penal Code 626.9 prohibits bringing a firearm, knife or dangerous weapon onto the campus of a public school including the California State University).

Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the university, or civil or criminal prosecution appropriate.

To fulfill this policy, the university will work to prevent violence from occurring and will ensure that federal and state laws, as well as university regulations prohibiting violence, are enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered.

It is the responsibility of every administrator, faculty member, staff member, and student to take any threat of violence seriously. All threats must be reported to the appropriate authority. Failure to report any threat is subject to disciplinary action. Managers/supervisors can also be held responsible for civil and personal liability. When confronted by an imminent or actual incident of violence, call 9-1-1 immediately. When presented with a threat of possible violence, action is recommended as follows:

- Threats by a student should be reported immediately to the University Police Department and the Director of Judicial Affairs;
- Threats by a staff or student employee should be reported immediately to the University Police Department and the reporting employee's supervisor will contact the Associate Vice President for Human Resource Services for assistance;
- Threats by a faculty member should be reported immediately to the University Police Department and the appropriate Dean's Office for consultation the Associate Vice President for Faculty Affairs;
- Threats from others not affiliated as a student or employee of the university should be reported immediately to the University Police Department.

The PolyCARES Team (Community Assessment and Response for Employees & Students) has been created to address issues of campus violence. The purpose of the PolyCARES Team is to proactively identify, assess, and offer a coordinated institutional response to community members (and non-members) who pose a risk to themselves, others and/or the campus community. For more information please visit the PolyCARES website at: <http://www.cpp.edu/~polycares>.

Information concerning Cal Poly Pomona policies, procedures, and facilities for students and others to report criminal actions or other emergencies occur on campus may be obtained from Cal Poly Pomona's Police Dispatcher at (909) 869-3070.

Information concerning Cal Poly Pomona's "Annual Security and Fire Safety Report" may be obtained from Kristin Surber, University Police Department, Building 109, (909) 869-4139 as well as from the website <http://dsa.cpp.edu/police/securityreport.asp>.

## Hate Crime Policy

The University and the University Police Department will ensure that rights guaranteed by the University, the State and the U.S. Constitution are protected for all people regardless of race, ethnicity/national origin, religious belief, sexual orientation, gender or disability. Any acts or threats of violence, property damage, harassment, intimidation or other crimes designed to infringe upon those rights will be given the utmost priority. The University and University Police are dedicated to maintaining a cooperative effort with local, state and federal agencies as well as the community we serve toward the immediate investigation of reported hate crimes and hate-related incidents, and prosecution and/or University sanctions as appropriate.

This policy provides: (a) guidelines for identifying and investigating reportable crimes and incidents and (b) the resources to which victims can be referred for assistance.

### Definitions of Hate-Motivated Crimes and Incidents

**Hate Crime:** Any unlawful action designed to frighten, harm, injure, intimidate or harass an individual, in whole or in part, because of a bias motivation against the actual or perceived race, religion, ethnic/national origin, sexual orientation, gender, or disability of the victim.

**Hate Incident:** Not all expressions of hate or group bias rise to the level of a hate crime as defined in state and federal statute. A noncriminal act or incident

while not criminal, is done with the apparent intention to: harass, intimidate, threaten, retaliate, and create conflict, because of a person's race, ethnic/nati origin, religious belief, sexual orientation, gender, or disability. Reporting and monitoring of hate incidents is important, as they may serve as indicators of potential threats and/or campus climate that may escalate into criminal acts.

## Reporting and Referrals For Hate-Motivated Crimes and Incidents

The University Police Department is responsible for collecting and reporting hate-motivated statistics. Hate-motivated crimes and incidents may be report the following locations on campus:

University Police Department	9-1-1/869-3070
Vice President for Student Affairs	869-3420
Judicial Affairs	869-6990
Student Health and Counseling Services	
Health Services	869-4000
Counseling Services	869-3220
Vice President for Academic Affairs	869-2075
University Housing Services	869-3307
University Village	869-4242
The Cultural Centers:	
Asian Pacific Islander Student Center	869-5023
African American Student Center	869-5006
The Pride Center	869-3064
Cesar Chavez Student Center	869-5035
Native American Student Center	869-2132
Violence Prevention & Women's Resource Center	869-3112

### Off-Campus:

L.A. County Commission on Human Relations	(213) 974-7611
California Attorney General	(800) 952-5225
	TDD (800) 952-5548

The hate crime policy, definitions and referrals are published in the annual Safety on Campus report. Copies of this publication can be found at the Univer Police Department, Building 109 and Human Resource Services.

## Disclosure of Campus Safety and Security Policies, Crime Statistics, and Fire Safety

The Annual Security and Fire Safety Reports are released by October 1 of each year. The report is in compliance with state and federal crime awareness campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and California Education Code se 67380, and Higher Education Opportunity Act (HEOA). Cal Poly Pomona's Annual Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Cal Poly Pomona and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, su the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The report also reflects HEOA amendments that specify new campus safety requirements in the following areas: hate crime reporting, emergency response and evacuation procedures, missing student notification and fire safety issues. These disclosures are required beginning with the report due October 1, 2010. Any institution that mair an on-campus housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a "fire log." As the new regulations allow, Cal Po Pomona's Annual Security and Fire Safety Report and Annual Fire Safety Report are combined and published as one report.

The document may be downloaded or accessed on-line from the University Police web page at <http://www.dsa.cpp.edu/police/> For more information rega campus or fire safety or to request a printed copy of the report, contact University Police at (909) 869-4139 or email [police@cpp.edu](mailto:police@cpp.edu).

## Nondiscrimination Policy

### Ethnicity, National Origin, Age, Genetic Information, Religion and Veteran Status

The California State University does not discriminate on the basis of Age, Genetic Information, Marital Status, Medical Condition, Nationality, Race, or Eth (including color and ancestry), Religion (or religious creed), and Veteran, or Military Status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. Lir Hoos, Assistant Vice President for Equity, Inclusion and Compliance, has been designated to coordinate the efforts of Cal Poly Pomona to comply with al applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to the Assistant Vice Pres

for Equity, Inclusion and Compliance, at (909) 869-4646, or by visiting the CLA Building, Room B1-35. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics. CSU Executive Order 1097 Revised October 5, 2016 (<http://www.calstate.edu/EO/EO-1097-rev-10-5-16.pdf>) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made by students** against the CSU, a CSU employee, other CSU students or a third party.

### Disability

The California State University does not discriminate on the basis of Disability (physical and mental) in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit discrimination. Students seeking academic adjustments and/or accommodations to their educational program related to a disability, should contact the Disability Resource Center (DRC). Linda Hoos, Assistant Vice President for Equity, Inclusion and Compliance, has been designated to coordinate the effort for Cal Poly Pomona to comply with all applicable federal and state laws prohibiting discrimination on the basis of disability. Inquiries concerning compliance should be presented to the Assistant Vice President for Equity, Inclusion and Compliance, at (909) 869-4646, or by visiting the CLA Building, Room B1-35. CSU Executive Order 1097 Revised October 5, 2016 (<http://www.calstate.edu/EO/EO-1097-rev-10-5-16.pdf>) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made by students** against the CSU, a CSU employee, other CSU students or a third party.

### Gender/Gender Identity/Gender Expression/Sexual Orientation

The California State University does not discriminate on the basis of gender (or sex) gender identity/gender (including transgender), gender expression or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. Linda Hoos, Assistant Vice President for Equity, Inclusion and Compliance, has been designated to coordinate the effort for Cal Poly Pomona to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance should be presented to the Assistant Vice President for Equity, Inclusion and Compliance, at (909) 869-4646, or by visiting the CLA Building, Room B1-35. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics. Title IX of the Education Amendments of 1972 protects all people regardless of their gender or gender identity from sex discrimination, including harassment and sexual violence:

- **Gender discrimination** means an adverse act taken against an individual because of gender or sex (including sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq., and California Government Code §11135.

**Sexual harassment**, a form of sex discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to, sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:

1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or
2. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the University; or
3. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on Gender or sex-stereotyping, even if such acts do not involve conduct of a sexual nature.

Executive Order 1097 covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating Violence, Domestic Violence, or Stalking, subject to this policy.

Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of harassment based on Gender.

**Sexual Misconduct:** All sexual activity between members of the University community must be based on affirmative consent. Engaging in any sexual activity without first obtaining affirmative consent to the specific activity is sexual misconduct, whether or not the conduct violates any civil or criminal law. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When based on gender, domestic violence or stalking also constitute sexual misconduct. Sexual misconduct may include using physical force, violence, threat or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old, because the minor is considered incapable of giving consent.

**Sexual Assault** is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of

person's gender or sex.

**Sexual Battery** is a form of sexual misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person's gender or sex as well as touching an intimate part of another person against that person's will and for the purpose of sexual arousal, gratification or abuse.

**Rape** is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The respondent's relationship to the victim (such as family member, spouse, friend, acquaintance or stranger) is irrelevant.

**Acquaintance Rape** is a form of sexual misconduct committed by an individual known to the victim. This includes a person the victim may have just met; a date, a party, introduced through a friend, or on a social networking website.

**Affirmative Consent** means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that s/he has the affirmative consent of the other participant(s) to engage in the sexual activity. Lack of physical resistance or resistance does not mean consent nor does silence mean consent. Affirmative consent must be voluntary, and given without coercion, force, threats or intimidation.

- The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never be assumed to be an indicator of affirmative consent. A request for someone to use a condom or birth control does not, in and of itself, constitute affirmative consent.
- Affirmative consent can be withdrawn or revoked. Consent to one form of sexual activity (or sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after sexual penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- A person who is incapacitated cannot give affirmative consent. A person is unable to consent when s/he is asleep, unconscious or is incapacitated due to the influence of drugs, alcohol, or medication so that s/he could not understand the fact, nature or extent of the sexual activity. A person is incapacitated if s/he lacks the physical and/or mental ability to make informed, rational decisions. Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish the person's responsibility to obtain affirmative consent before engaging in sexual activity.
- A person with a medical or mental disability may also lack the capacity to give consent.
- Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving legal consent due to their age.
- It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:
  - The person was asleep or unconscious;
  - The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity;
  - The person was unable to communicate due to a mental or physical condition
- It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
  - The respondent's belief in affirmative consent arose from the intoxication or recklessness of the respondent;
  - The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.
- **Consensual Relationships:** Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. While sexual and/or romantic relationships between members of the University community may begin as consensual, they may evolve into situations that lead to discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence, or stalking.
- A University employee shall not enter into a consensual relationship with a student or employee over whom s/he exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. In the event such a relationship already exists, each campus shall develop a procedure to reassess such authority to avoid violations of policy.
- This prohibition does not limit the right of an employee to make a recommendation on the personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or MPP/confidential personnel plan.
- **Domestic Violence** is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanent relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship and (6) the length of the relationship. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.
- **Dating Violence** is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim.



This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

- **Stalking** means a repeated course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or others' safety suffer substantial emotional distress. For purposes of this definition:
- Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;
- Reasonable person means a reasonable person under similar circumstances and with the same protected status as the complainant;
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- See further information in Cal Poly Pomona sexual violence prevention and education statement, Title IX Notice of Nondiscrimination (which includes facts and myths about sexual violence), and Victim's Rights and Options Notice, at <http://www.cpp.edu/~officeofequity/>.

### Whom to Contact If You Have Complaints, Questions or Concerns

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (for example, in cases of sexual violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1. The Violence Prevention & Women's Resource Center is a confidential option for reporting sexual assaults. See EO 1097 Attachment C, page 7.

#### Campus Title IX Coordinator and Deputy Coordinators:

- Office of Equity, Inclusion and Compliance: 909-869-4646
- Email: [officeofequity@cpp.edu](mailto:officeofequity@cpp.edu)

#### University Police

Cal Poly Pomona  
3801 W. Temple Avenue, Building 109  
Pomona, CA 91768  
[police@cpp.edu](mailto:police@cpp.edu)  
909-869-3070 (Non-emergency)  
909-869-3399 (Anonymous Tip Line)

**Emergencies: Dial 9-1-1 (24 hours / 7 days a week)**

#### U.S. Department of Education, Office for Civil Rights:

- (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)
- If you wish to fill out a complaint form online with the OCR, you may do so at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

*Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of gender discrimination complaints including sexual harassment and violence as well as provide training, education and preventive measures related to sex discrimination. CSU Executive C 1097 (<http://www.calstate.edu/EO/EO-1097-rev-10-5-16.pdf>) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party.*

Except in the case of a privilege recognized under California law (examples of which include Evidence Code §§1014 (psychotherapist-patient); 1035.8 (sexual assault counselor-victim); and 1037.5 (domestic violence counselor-victim), any member of the University community who knows of or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator. (See confidential reporting options outlined below.)

Regardless of whether an alleged victim of gender discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any gender discrimination/harassment, prevent its recurrence, and remedy its effects.

#### Safety of the Campus Community is Primary

The university's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they may be disciplined for related violations of drug, alcohol or other university policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

#### Information Regarding Campus, Criminal and Civil Consequences of Committing Acts of Sexual Violence

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline at the university. Employees may face sanctions up to and including dismissal from employment pursuant to established CSU policies and provisions of applicable collective bargaining unit agreements.

Students who are charged by the university with gender discrimination, harassment or violence will be subject to discipline, pursuant to the California University Student Conduct Procedures (see Executive Order 1098 at <http://www.calstate.edu/EO/EO-1098.pdf> or any successor executive order) and subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and discriminatory educational environment. Such measures may include: immediate interim suspension from the university; a required move from university owned or affiliated housing; adjustments to course schedule; and/or prohibition from contact with parties involved in the alleged incident.

#### **Confidentiality and Sexual Violence, Dating Violence, Domestic Violence and Stalking**

The University encourages victims of sexual violence, dating violence, domestic violence, or stalking (collectively sexual violence) to talk to someone who can help them understand what happened - so they can get the support they need, and so the University can respond appropriately. Whether - and the extent to which - a University employee may agree to maintain confidentiality (and not disclose information to the Title IX Coordinator) depends on the employee's position and responsibilities at the University. The following information is intended to make victims aware of the various reporting and confidential disclosure options available to them - so they can make informed choices about where to turn for help. The University strongly encourages victims to talk to someone identified in one or more of these groups.

Certain University employees, listed below, are required by law to maintain near or complete confidentiality; talking to them is sometimes called a "private communication." University law enforcement employees may maintain the victim's identity as confidential, if requested by the victim, but will report the facts of the incident to the Title IX Coordinator, including the identity of the perpetrator. Most other University employees are required to report all details of a Sexual Violence incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator so the University can take immediate action to protect the victim, and take steps to correct and eliminate the cause of Sexual Violence.

University Police, the Title IX Coordinator, University-employed physicians, professional counselors, sexual assault and domestic violence counselor advocates, and certain other University employees are required to explain to victims their rights and options with respect to confidentiality.

#### **Privileged and Confidential Communications**

**Physicians, Psychotherapists, Professional Counselors and Clergy** - Physicians, psychotherapists, professional, licensed counselors, and clergy who work or volunteer on or off campus, and who provide medical or mental health treatment or counseling (including those who act in that role under supervision) may not report any information about an incident of sexual violence to anyone else at the University, including the Title IX Coordinator, without the victim's consent. A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, and clergy without triggering a University investigation that could reveal the victim's identity or the fact of the victim's disclosure. *However, see limited exceptions below regarding health care practitioners must report to local law enforcement agencies. Health care practitioners should explain these limited exceptions to victims if applicable.*

**Sexual Assault and Domestic Violence Counselors and Advocates** - Sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women's centers, and health centers (including all individuals who work or volunteer at these centers and offices, as well as non-professional counselors or advocates, and those who act in that role under their supervision) may talk to a victim without revealing any information about the victim and the incident of sexual violence to anyone else at the University, including the Title IX Coordinator, without the victim's consent. A victim can seek assistance and support from these counselors and advocates without triggering a University investigation that could reveal his/her identity

or that a victim disclosed an incident to them. *However, see limited exceptions below regarding when sexual assault and domestic violence counselor advocates must report to local law enforcement agencies. Counselors and advocates should explain these limited exceptions to victims, if applicable.*

The University will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to speak only to a physician, professional counselor, clergy member, sexual assault counselor, domestic violence counselor or advocate; and (2) requests complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability services, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the University or a separate complaint with local or University police. If a victim insists on confidentiality, such professionals, counselors and advocates will likely not be able to assist the victim with: University academic support or accommodations; changes to University-based living or working schedules; or adjustments to course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to the police, and thus the incident fully investigated. These counselors and advocates can provide victims with that assistance if requested by the victim. These counselor advocates will also explain that Title IX includes protections against retaliation, and that the University will not only take steps to prevent retaliation where it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

**EXCEPTIONS:** Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department is required to make a report to local law enforcement if he or she provides medical services for a **physical condition** to a patient/victim who he or she knows or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted on a victim where the injury is the result of assaultive or abusive conduct (including Sexual Violence, Domestic Violence, and Dating Violence). This exception **not** apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims if applicable.

Additionally, under California law, **all** professionals described above (physicians, psychotherapists, professional counselors, clergy, and sexual assault and domestic violence counselors and advocates) are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable.

Finally, some or all of these professionals may also have reporting obligations under California law to (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; or (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the Sexual Violence incident. If applicable, these professionals will explain this limited exception to victims if applicable.

to victims.

#### **Reporting to University or Local Police**

If a victim reports to local or University Police about sexual violence, the police are required to notify victims that their names will become a matter of record ***unless confidentiality is requested***. If a victim requests that his/her identity be kept confidential, his/her name will not become a matter of record and the police will not report the victim's identity to anyone else at the University, including the Title IX Coordinator. University Police will, however, report the facts of the incident itself to the Title IX Coordinator being sure not to reveal to the Title IX Coordinator victim names/identities or compromise their own criminal investigation. The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports.

However, while the University will report the **type** of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

#### **Reporting to the Title IX Coordinator and Other University Employees**

Most University employees have a duty to report sexual violence incidents when they are on notice of it. When a victim tells the Title IX Coordinator or another University employee about a sexual violence incident, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. ***In all cases, the University strongly encourages victims to report sexual violence directly to the campus Title IX Coordinator.*** As detailed above in the Privileged and Confidential Communications section of this policy, all University employees except physicians, licensed counselors, sexual assault counselors and advocates, must report to the Title IX Coordinator all relevant details about any sexual violence incidents of which they become aware. The University will need to determine what happened - and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other University employees will be shared only with individuals responsible for handling the University's response to the incident. The University will protect the privacy of individuals involved in a sexual violence incident except where otherwise required by law or University policy. A Sexual Violence report may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, University policy regarding access to public records and disclosure of personnel information may require disclosure of certain information concerning a report of sexual violence. In such cases, efforts will be made to redact the record where appropriate, in order to protect the victim's identity and privacy and the privacy of other involved individuals. Except as detailed in the section on Privileged and Confidential Communications above, no University employee, including the Title IX Coordinator, should disclose the victim's identity to the police without the victim's consent or unless the victim has also reported the incident to the police.

If a victim requests of the Title IX Coordinator or another University employee that his/her identity remain completely confidential, the Title IX Coordinator should explain that the University cannot always honor that request and guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe and non-discriminatory environment for all students, employees, and third parties, including the victim. Under those circumstances, the Title IX Coordinator should determine whether the victim's request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the University has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim's identity, the University's ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited. See Executive Order 1095 for further details around confidential reporting, and other related matters (<http://www.calstate.edu/EI1095.pdf>).

#### **Inquiries Concerning Compliance**

Inquiries concerning compliance or the application of these laws to programs and activities of Cal Poly Pomona may be referred to the specific campus of the incident identified above or to the Regional Director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105.

#### **Policy Promoting Equal Employment and Educational Opportunity**

Cal Poly Pomona is committed to the principles of equal opportunity in education and employment, to policies and practices that ensure equal opportunity and consideration, and to the protection of civil rights.

It is the policy of Cal Poly Pomona to provide programs, services, and benefits, including employment, without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran status.

#### **California State University (CSU) Executive Order 1097**

Cal Poly Pomona complies with federal and state laws prohibiting discrimination and harassment against students and applicants for admission, and adheres to the policy embodied in CSU Executive Order 1097. The policy further prohibits that a student or applicant for admission be subjected to unlawful discrimination, harassment/sexual harassment, or retaliation for exercising his/her rights under CSU Executive Order 1097. A system wide procedure for the resolution of complaints of discrimination, harassment and retaliation against CSU employees is provided in CSU Executive Order 1097.

Employees who violate this policy and students who are found to have filed a false complaint may be subject to discipline. If discipline of a CSU employee is appropriate under this policy, it shall be administered in a manner consistent with applicable collective bargaining agreements, CSU policies, and provisions.

California Education Code Sections 89535 et seq. Discipline of a student shall be administered in accordance with Section 41301 of Title 5, California Code of Regulations.

Cal Poly Pomona is committed to creating and maintaining a positive learning and working environment. Concerns and/or complaints by Cal Poly Pomona students or by those applying for admission to Cal Poly Pomona should be directed to the Assistant Vice President for Equity, Inclusion and Compliance, Poly Pomona, CLA Building 98, Room B1-35, telephone (909) 869-4646.

EO 1097 does not apply to a student employee whose discrimination complaint arises out of his or her employment. Employment related discrimination complaints are presented per Executive Order 1096 and may be directed to the Assistant Vice President for Equity, Inclusion and Compliance (<http://www.cpp.edu/~diversity/procedures.shtml>).

### **Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Anyone who is found to be liable for copyright infringement may be ordered to pay either actual damages suffered as a result of the infringement along with any profits of the infringer attributable to the infringement that are not already taken into account in computing the actual damages, or "statutory" damages between \$750 and \$30,000 per work infringed. In the case of a "willful" infringement, a court may award up to \$150,000 per work infringed. (See 17 U.S.C. §504.) Courts also have discretion to award costs and attorneys' fees to the prevailing party. (See 17 U.S.C. §505.) Willful copyright infringement can also result in criminal penalties, including imprisonment and fines. (See 17 U.S.C. §506 and 18 U.S.C. §2319).

### **Education and Training**

Cal Poly Pomona makes the campus community aware of the policy and procedures regarding the recognition and prevention of harassment/sexual harassment/sexual violence. The Office of the Title IX Coordinator is charged with distributing this policy and ensuring that appropriate educational and training opportunities are provided to the campus community-employees and students.

### **Campus Contact**

The policy prohibiting harassment, including the procedures for filing a complaint, in employment is available online at [www.cpp.edu/~diversity](http://www.cpp.edu/~diversity) (Policies and Complaint Procedures) and at <http://www.cpp.edu/~diversity/TitleIX.shtml>. Interested parties may also obtain information by contacting the Office of Equity, Inclusion and Compliance, CLA Building 98, Room B1-35, telephone (909) 869-4646.

### **Sexual Assault Policy**

Sexual assault is a felony under the law, and a violation of the CSU system wide policies, including EO 1097, and Cal Poly Pomona policies. Sexual assault includes rape, acquaintance rape, and sexual battery. The University will promptly investigate all allegations of sexual assault and take appropriate action where required. The following information summarizes the University's Sexual Assault Policy Statement.

### **University Procedures Regarding Sexual Assault**

Rape and sexual assault are criminal violations of California sexual assault laws and violations of the university code of conduct. Anyone charged with a sexual assault violation which is campus-related may be subject to: (a) a criminal charge filed against the individual, and/or (b) an administrative proceeding initiated by the University. Proceedings may occur concurrently. Disciplinary actions may include probation, suspension, expulsion, or termination from the University even if there is no criminal prosecution. Additional sanctions may be imposed, depending upon the nature of the offense and surrounding circumstances.

Established Cal Poly Pomona student disciplinary, grievance or other complaint procedures, including those procedures found in CSU Executive Orders including 1095, 1097 and 1098, or the current Statement of Student Rights, Responsibilities and Grievance Procedures, will be utilized as appropriate in resolving these matters.

The University will respect the confidentiality of the survivor and will disclose information under the following circumstances: a) with the permission of the survivor, or b) when it is necessary for the safety or in the best interest of the campus community.

### **Definitions of Sexual Assault in the California Penal Code**

1. Rape is defined in Section 261 of the California Penal Code as non-consensual sexual intercourse. It may involve the use or threat of force, violence, retaliation, or immediate bodily injury. Rape also occurs when the victim is incapable of giving legal consent, for example, when: a) the victim has a mental disorder, or is developmentally or physically disabled; or b) the victim is prevented from resisting the assault due to intoxicating substances (e.g. alcohol or drugs); or c) the victim is unconscious of the nature of the act and is known to the accused. Consent is defined as positive cooperation in act or attitude pursuant to an exercise of free will; the person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.
2. Acquaintance Rape follows the same definition but is committed by someone the victim knows.
3. Sexual Battery is defined in Section 243.4 of the California Penal Code as the touching of an intimate part of another person, if the touching is against the will of the person touched, for the purpose of sexual arousal, sexual gratification, or sexual assault. Assault with intent to commit a sexual battery is defined as an unlawful attempt, coupled with the present ability, to commit a violent injury (e.g. rape) on the person of another.

### **Safety of the Campus Community is Primary**

The university's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for gender discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other university policies. Victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

### Information Regarding Campus, Criminal and Civil Consequences of Committing Acts of Sexual Violence

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline at the university. Employees may face sanctions up to and including dismissal from employment pursuant to established CSU policies and provisions of applicable collective bargaining unit agreements.

Students who are charged by the university with gender discrimination, harassment or violence will be subject to discipline, pursuant to the California University Student Conduct Procedures (see Executive Order 1098 at <http://www.calstate.edu/eo/EO-1098.html> or any successor executive order) and may be subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include: immediate interim suspension from the university; a required move from university-owned or affiliated housing; adjustments to course schedule; and/or prohibition from contact with parties involved in the alleged incident.

### Additional Resources

- California State Universities' sexual violence prevention and education statement, which includes facts and myths about sexual violence, EO 1095 (<http://www.cpp.edu/~diversity/TitleIX.shtml>) and EO 1097 (<http://www.calstate.edu/eo/EO-1097.html>).
- U.S. Department of Education, regional office:  
Office for Civil Rights  
50 United Nations Plaza  
San Francisco, CA 94105  
(415) 486-5700  
TDD (877) 521-2172
- U.S. Department of Education, national office:  
Office for Civil Rights  
(800) 421-3481  
TDD (800) 877-8339  
or email [ocr@ed.gov](mailto:ocr@ed.gov)
- Know Your Rights about Title IX  
<http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>
- California Coalition Against Sexual Assault (<http://calcasa.org>)  
1215 K. Street, Suite 1850  
Sacramento, CA 95814  
(916) 446-2520  
or email [info@calcasa.org](mailto:info@calcasa.org)
- Office of Violence against Women, United States Department of Justice  
950 Pennsylvania Avenue, NW  
Washington, DC 20530-0001  
(202) 514-2000

### Sexual Assault Crisis Support

Sexual assaults must be reported to the University Police at 9-1-1/ (909) 869-3070. Sexual assaults may also be reported to any of the following offices. The University is committed to providing survivors with support, options, and resources.

On Campus:

Violence Prevention & Women's Resource Center.	869-3112
Student Health and Counseling Services	
Health Services	869-4000
Counseling Services	869-3220
University Housing Services	869-3307
University Village	869-4242
Judicial Affairs	869-3462
Title IX Coordinator	869-4646

Alternatively, one may anonymously report a crime to the above listed campus authorities. Each respective unit or person contacted will be responsible for reports, as may be required by law, to be filed for their respective unit, e.g. violations under the Child Abuse Reporting Law, Jeanne Clery Act or Megan's Law or Title IX.

## Support Services

Sexual assault violations may result in physical harm, psychological harm, or both. Even if the victim decides not to report the incident to authorities, it is important that the victim seek medical and counseling assistance for potential emotional trauma and the possibility of sexually transmitted infections.

- The Student Health and Counseling Services please visit the webpage at: [www.cpp.edu/~healthcounseling.shtml](http://www.cpp.edu/~healthcounseling.shtml).
- Counseling Services provides crisis counseling as well as ongoing assistance to students who have experienced sexual assault; Bldg. 66, Room 111 (909) 869-3220.
- Student Health Center offers routine medical examinations, including pregnancy tests and tests for sexually transmitted infections; Bldg. 46 (909) 869-4000.  
**Note on confidentiality: Medical staff are mandated reporters of sexual assault and it is required by law that they contact law enforcement if a patient discloses that they are a victim of assault.**
- Survivor Advocacy Services provides support, advocacy, crisis intervention, safety planning, resource materials, and referrals to community services for women and men who have experienced sexual assault, dating violence or stalking; Bldg. 66 (909) 869-3102.

Additionally, referrals are available through the following non-university agencies:

- Project SISTER Family Services provides 24-hour/7-day confidential counseling, referrals, court and hospital accompaniment for survivors of sexual abuse. Call (909) 626-HELP, <http://projectsister.org/>
- Community Service Program. Sexual Assault Hotline. 24 hours assistance (714) 957-2737, [http://healthservices.fullcoll.edu/PDFs/Crisis\\_Hotlines\\_Helplines.pdf](http://healthservices.fullcoll.edu/PDFs/Crisis_Hotlines_Helplines.pdf)
- East LA Rape and Battering Hotline (800) 585-6231, <http://elawc.org>
- Rape Crisis Hotlines - Orange County (714) 957-2737
- The Rape Treatment Center - Santa Monica Hospital, (310) 319-4503, <http://www.911rape.org/about-us/who-we-are>
- Safe At Home Confidential Address Program (877) 322-5227, [www.sos.ca.gov/safeathome/](http://www.sos.ca.gov/safeathome/)

Student Health and Counseling Services maintains lists of referrals within the community that deal with issues of rape and sexual assault crisis, including medical, and therapeutic support services. The phone number for Counseling Services is (909) 869-3220. Please visit the webpage at: [www.cpp.edu/~healthcounseling.shtml](http://www.cpp.edu/~healthcounseling.shtml).

## If You Are Assaulted

It is extremely important for you to seek help immediately by doing the following:

- Get to a safe place and call police or 9-1-1. They will take you to the hospital and make a report if desired.
- Know that you are not at fault. You did not cause the abuse to occur and you are not responsible for someone else's violent behavior.
- Call the Violence Prevention & Women's Resource Center to get support from an advocate and talk about your options and resources at (909) 869-3070.
- Report the incident to the University Police at (909) 869-3070.
- Preserve any evidence from the assault (i.e. do not douche, bathe, change clothing, or remove anything from the location of the assault, text messages, etc.).
- Call or ask someone to call an advocate from Project SISTER Family Services at (909) 626-HELP for immediate confidential information and support.

A survivor may request a change in academic and living situations after an alleged sexual assault, if the changes are reasonably available. For more information please contact the Office of Equity, Inclusion and Compliance at (909) 869-4646.

## Sexual Assault Victim's Bill of Rights

Under federal law, sexual assault survivors are afforded certain basic rights. The University will notify survivors of sexual assault of their option to report the assault to the proper law enforcement authority and of the following rights:

- The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both parties shall be informed of the outcome of any disciplinary proceeding and any sanction that is imposed against the accused.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations if the changes are reasonably available.

## Reporting

Pursuant to the Clery Act, statistics are maintained for sexual assault, forcible and non-forcible sex offenses, and other required crime categories. All employees with significant responsibility for student services are required to report incidents of sexual assault and crimes listed under the Clery Act. If the survivor does not wish to report to University Police, an anonymous and confidential data collection form is available at the University Police Department, Violence Prevention & Women's Resource Center, Student Health and Counseling Services, University Housing Services, the Village, and Judicial Affairs.

## Student Disciplinary Action

To initiate disciplinary action against a student, report the incident to the Director of Judicial Affairs. If the sexual assault survivor so requests, a same gender investigator will be provided whenever possible.

The University's student disciplinary process is governed by Executive Order 1098. Cases involving discrimination, harassment and retaliation by student governed by Executive Order 1097. Disciplinary outcomes will be determined by examining a totality of the circumstances. Students charged with sexual assault are entitled to a disciplinary proceedings based on the principle of due process.

The complainant and the accused are entitled to the same opportunities to have an advisor present during campus disciplinary proceedings. Both shall be informed of the final determination of the proceedings and any sanction that is imposed against the accused.

Sanctions: Rape and sexual assault are criminal violations of California sexual assault laws and violations of the Student Conduct Code. Anyone charged a sexual assault violation which is campus-related may be subject to a criminal charge filed against the individual, and/or an administrative proceeding initiated by the University. Proceedings may occur concurrently.

In accordance with CSU system wide and Cal Poly Pomona policies, discipline as appropriate will be issued to students, staff and faculty as a consequence of violating state or federal laws or CSU system wide and University policies.

## Research Compliance and Regulatory Affairs

Research involving either human subjects or vertebrate animals must be administered in a manner consistent with requirements of the University Policies Procedures and applicable federal regulations. The Office of Research within the Division of Academic Affairs is charged with ensuring compliance and review. The Compliance Associate can be reached at extension 4215 for more information pertaining to the requirements for training and completion of protocol applications to conduct such research.

### Protection of Human Subjects Policy

University Policies and Procedures for the Protection of Human Subjects in research have been developed to comply with the Federal Policy for the Protection of Human Subjects and are specified in the University's Federal-wide Assurance filed with the US Office of Human Research Protections. The University Committee having oversight of the use of human subjects in research is the Institutional Review Board (IRB), which has the responsibility to determine risk with regard to human subject research and to approve or not approve such research conducted at the University or under the sponsorship of the University or the Cal Poly Pomona Foundation. This approval must be obtained prior to the initiation of the research. Information and copies of the Policies and Procedures for the Protection of Human Subjects are available in the Research Office and at <http://www.cpp.edu/~research/irb/index.shtml>.

### Concern for Animal Welfare

The University is committed to the proper care and use of vertebrate animals used in research and instruction on campus. The University Committee having oversight is the Animal Care and Use Committee (ACUC), which has the responsibility to evaluate proposed uses of vertebrate animals and to approve or not approve such uses at the University or under the sponsorship of the University or the Cal Poly Pomona Foundation. Cal Poly Pomona has been accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care, International, and retains an Assurance Statement with the Public Health Service of the National Institutes of Health. Any instances of improper treatment of vertebrate animals in teaching or research should be reported to the Office of Research. Information about policies and procedures concerning uses of vertebrate animals is available in the Research Office and at <http://www.cpp.edu/~research/acuc/index.shtml>.

## Computer Software Copyright and License Agreement Policy

In order to protect the copyrights of the vendors, proprietary software acquired by the various communities within the University should be used only as described under the specific license agreement negotiated with the particular vendor.

Each individual responsible for the acquisition, rental or lease of desk top computers, capable of executing software programs, will establish procedures to ensure that:

- a. Software or firmware acquired for use with the computer under his/her control is not used in violation of any copyrights protection or in violation of any license agreement.
- b. Software or firmware acquired for a specific computer is not used on an alternate computer in violation of any copyrights or license agreement.

## Appropriate Use of Information Technology Policy

In support of its mission of teaching, research, disseminating and extending knowledge, fostering free and open exchange of ideas and dialogue, and providing service, California State Polytechnic University, Pomona provides broad access to computing, communications, and worldwide information resources for members of the university community within institutional priorities and financial capabilities.

The Cal Poly Pomona Appropriate Use of Information Technology interim policy can be found on line at [http://www.cpp.edu/~policies/university/information\\_technology/appropriate\\_use.shtml](http://www.cpp.edu/~policies/university/information_technology/appropriate_use.shtml).

## University Copyright Policy

In 1991 the Academic Senate recommended and the President approved a University Copyright Policy. The Policy is included in the University Manual and the Handbook on External Funding. For more information call the Office of Research and Sponsored Programs at (909) 869-2954, or the Office of Graduate Studies at (909) 869-3331.

### Civil and Criminal Penalties for Violation of Federal Copyright Laws

Anyone who is found to be liable for copyright infringement may be ordered to pay either actual damages suffered as a result of the infringement along with any profits of the infringer attributable to the infringement that are not already taken into account in computing the actual damages, or "statutory" damages between \$750 and \$30,000 per work infringed. In the case of a "willful" infringement, a court may award up to \$150,000 per work infringed (See 17 U.S.C. §504). Courts also have discretion to award costs and attorneys' fees to the prevailing party. (See 17 U.S.C. §§505.) Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Criminal penalties may vary depending on the nature of the offense and whether the infringer has previously been convicted of criminal copyright infringement under 18 U.S.C. §2319. (See 17 U.S.C. § 504 and 18 U.S.C. §2319.)

### Conflict of Interest

Each individual member of the university community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting research and instruction in an ethical manner, and protecting the rights of all individuals. All members of the community, including members of the faculty, administration, student body, and staff, should conduct themselves with the greatest professional objectivity.

### Smoking Policy

In recognition of the health hazards that exist from side stream or secondhand smoke and in accordance with California State Code, Cal Poly Pomona has adopted a policy promoting a smoke-free environment. This policy prohibits all methods of smoking including but not limited to e-cigarettes and vaping.

Policy Guidelines. Smoking is prohibited inside and twenty-five feet from all university and auxiliary organization facilities and in all vehicles owned or maintained by the university and auxiliary organizations.

University Housing Services does not permit smoking inside any part of the housing facility, including individual units and balconies/patios/porches or ledges.

Policy Administration and Enforcement. Deans, directors, and department heads are responsible for the administration of this policy. The Associate Vice President for Faculty Affairs and the Associate Vice President for Human Resource Services are available to assist in policy interpretation and to ensure consistent application.

Violations of this policy by employees will be handled through progressive discipline. Student violators will be subject to CSU student disciplinary procedures established pursuant to Section 41301, Title 5, of the California Code of Regulations.

The policy prohibiting smoking is available online at [www.cpp.edu/~policies/administrative.html](http://www.cpp.edu/~policies/administrative.html).

### Alcohol and Other Drugs Policies and Programs

Cal Poly Pomona seeks to create and nurture a campus community where healthy lifestyle choices are fostered and promoted. The University accepts responsibility for maintaining and advancing a safe and productive educational and work environment free from both the illegal and the harmful use of alcohol and drugs. The University prohibits the illegal use of alcohol or other drugs, takes positive steps to reduce the abuse of alcohol and other drugs, and will not promote or condone their misuse.

The complete and official Alcohol and Other Drugs policy can be found online at: [www.cpp.edu/~policies/Administrative/interim\\_alcohol\\_policy\\_alcohol\\_and\\_other\\_drugs.html](http://www.cpp.edu/~policies/Administrative/interim_alcohol_policy_alcohol_and_other_drugs.html)

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from the Alcohol, Tobacco and Other Drug Advisory Council, [www.cpp.edu/~alcohol-drugs/index.shtml](http://www.cpp.edu/~alcohol-drugs/index.shtml) or by contacting the Student Health and Counseling Services Wellness Center, Building 46, (569-5272).



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	<a href="#">Directory</a>		
	<a href="https://apps.cpp.edu/bronco411/search/">(https://apps.cpp.edu/bronco411/search/)</a>		
	<a href="#">Safety &amp; Emergency Info</a>		
	<a href="http://www.cpp.edu/~safety/index.shtml">http://www.cpp.edu/~safety/index.shtml)</a>		

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